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ABSTRACT

Organized in five major sections, this August 1974 edition of the handbook covers the college's history and organization, personnel policies and procedures, administrative policies and procedures, academic policies and procedures, and college services. Personnel regulations cited deal with faculty contracts, academic freedom, professional ethics, appointment and reappointment, salary increments, promotion and tenure, leaves, compensation, and faculty welfare and benefits. Academic policies cover such topics as transfer credit, point system, student load, auditing courses, standards for full-time students, attendance, special programs, teacher workload, examinations and grading, advising, attendance, and new programs procedures. The entire college environment is described in the listing of college services. (LBH)

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FACULTY HANDBOOK

OF

TOWSON STATE COLLEGE

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HE 007 976

Joint Committee

of

The Faculty Association of Towson State College

and

The Office of the Dean of the College

Revised

August, 1974

FOREWORD

To Members of the Faculty:

Colleagues:

As complex social organizations grow, the need for effective communication is paramount. Towson State College is a complex organization; its 7,000 full-time day students and approximately 5,000 part-time graduate and undergraduate students are here to learn and to grow under the tutelage and necessary academic support coming from approximately 450 faculty and its administrative and service personnel. The Faculty Handbook exists to provide faculty with one convenient reference for finding answers to their questions. It is by no means complete nor permanent. It is designed to provide basic information rather than details of administration and is prepared in loose leaf form so that changes can be readily made. I hope that you will attempt to keep your Handbook up to date as revisions are sent to you from this office.

The Handbook was edited by a joint committee of the Faculty Association and the Office of the Dean of the College and represents the combined efforts of dozens of dedicated faculty and administrators who assisted in seeing this project through to its finish. Special thanks are extended to officers in the Faculty Association who foresaw the need for such a handbook some time ago and who worked to bring it to publication.

The Faculty Handbook is but one way that you can keep informed. Please feel free to consult the appropriate administrative office should you have questions not answered in the enclosed. We are here to serve.

Kenneth A. Shaw

FACULTY HANDBOOK

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PART I. HISTORY AND ORGANIZATION

A. HISTORY

Towson State College has recently completed its first century of service. During this period the college has occupied four sites and operated under three names.

On January 15, 1866, Towson State College, known then as The Maryland Normal School, opened for its first day of classes at 24 North Paca Street in the center of Baltimore, utilizing one hall of 70 x 28 feet and two ante rooms. There were four faculty members to serve an initial enrollment of eleven young women.

In 1872 the school moved to a site at Franklin and Charles Streets. This building, although larger and more adaptable to education, soon became inadequate to meet the needs of a student body which had grown to over 100. On February 29, 1876, M. A. Newell, the school's first principal, nine other faculty members and 206 students moved to a building designed especially for its purposes at Carrollton and Lafayette Streets. Rapid growth of enrollment forced a $40,000 addition to this building in 1894. This building soon became overcrowded and Principal Newell and his successors Elijah Prettyman, George Ward and Sarah Richmond expressed a desire to move the school to Baltimore County. Miss Richmond saw her efforts meet success when in 1915 the college moved to its present site in Towson. Upon initial occupancy the 80 acre campus consisted of an administration-classroom building, Stephens Hall; a dormitory, Newell Hall; a power plant; a laundry, a president's residence, Glen Esk; and a small cottage. In 1917 Henry S. West became principal, but despite his competent direction, education at Towson was adversely affected by World War I. In 1920 Lida Lee Tall succeeded Mr. West, and in 1924, Principal Tall witnessed the occupation of Richmond Hall, a dormitory for women. In 1925 two wings were added to the Newell Dining Hall, and 1933 saw completion of the elementary school, now Van Bokkelen Hall. In 1935 the school's name was changed to The State Teachers College at Towson. In 1958 the college enhanced its teacher education training by introducing a graduate program in Education.

In 1963 the college broadened its educational scope with the addition of the Arts and Science curriculum and was renamed Towson State College. In 1965 the graduate program was expanded to include programs in guidance counseling and secondary education. The year 1966 saw Towson State College complete 100 years of service and its future growth potential became fully realized.

Towson State College is in the midst of a period of unprecedented expansion. From its humble origin has grown an institution which spans over 300 acres and has a full-time day student enrollment in excess of 8,000. Towson, the largest of the Maryland State colleges, offers undergraduate majors in Arts and Sciences and Education, in addition to a number of Masters Programs. It employs a faculty and staff of more than 1,000 and has graduated more than 24,000 students. A long range fifty million dollar facilities development program is now in progress and is rapidly becoming evident on campus.

B. ADMINISTRATIVE ORGANIZATION

1. State Level

Maryland's System of Higher Education

Higher education in Maryland is organized on a tripartite basis: the University of Maryland which is governed by its Board of Regents, the six State Colleges which are governed by the Board of Trustees of the State Colleges, and the community colleges which are governed by the Board of Trustees for the Community Colleges. St. Mary's College in St. Mary's City, which has been converted recently from a junior college to a four year public college, has not yet been brought under the above system. The Council for Higher Education has recommended that it come under the Board of Trustees of the State Colleges. The University of Baltimore has also entered the system as of January 1, 1975.

Towson State College is one of the six State Colleges. The other five colleges are: Bowie State College, Bowie; Coppin State College, Baltimore; Frostburg State College, Frostburg; Morgan State College, Baltimore; and Salisbury State College, Salisbury.

Board of Trustees of the State Colleges

The Board of Trustees of the State Colleges is composed of nine members, the State Superintendent of Schools, ex officio, and eight members appointed by the Governor to overlapping terms of nine years. The Board functions for the most part through three standing committees; Program and Advanced Planning, Budget and Finance, and Faculty and Student Affairs. The full Board meets at least four times each year, rotating its meetings on the campuses of the six colleges.

Board committees meet as required. A staff consisting of an Executive Director and Several staff specialists is housed at the offices of the Board, 16 Francis Street, Annapolis, Maryland 21401.

The governing power of all of the State colleges is vested in the Board of Trustees and the governing power of each college in its President (Maryland Annotated Code, Article 77, Chapter 13). Each college has developed its own principles and procedures of governance involving the President, the administrative officers, the Faculty, and the students. On January 8, 1968 the Board adopted in principle the joint policy statement on Government of Colleges and Universities prepared by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges and requested that each college draw up a written statement setting forth the role and scope of the Faculty in the Governance of the college. Such a document providing for the participation of the Faculty and students in the governance of Towson State College was developed by a committee composed of representatives of the Administration, the Faculty and students. It was adopted by vote of the Faculty and the Student Senate in the Spring of 1970. A copy of this document appears in this Handbook under the title TOWSON STATE COLLEGE CONSTITUTION (Appendix A).

Maryland State Colleges Faculty Senate

With the approval of the Board of Trustees the Faculty Senate of the State Colleges of Maryland, representing the faculties of all the State colleges, was organized and began to function in the Fall of 1969. Towson State College has four representatives, all of whom are elected by the Faculty. The constitution of this Senate is included in this Handbook (Appendix B).

Board of Visitors

In 1969 the General Assembly enacted a bill to establish a Board of Visitors for each of the State colleges. The Board of Visitors is composed of nine members, several of whom are appointed by the Governor for five year terms. One of the remaining two is elected by the College faculty, and the other is a student elected annually by the student body. The responsibilities of the Board of Visitors include assistance to the President in the determination of the goals of the College and in the evaluation of the progress toward those goals; review of budget proposals as developed by the President, and advice and assistance in the preparation of the annual budget; advice and assistance to the President in the

development of community related programs; assumption of leadership in the development of community and private support for the College; and consultation in the selection of a new president when a vacancy occurs at the College.

Council for Higher Education

The Maryland Council for Higher Education with offices in the State Office Building, Annapolis, Maryland, exists in an advisory capacity to the Governor. The Council and its staff study, review, and recommend to the Governor changes related to programs and structure in the State's institutions of higher education.

The Department of State Planning

The Department of State Planning functions as the Governor's staff agency in planning matters and prepares, recommends, and keeps up-to-date a balanced integrated program for the development and effective employment of the natural and other resources of the State, in order to promote the health, safety, and general welfare of its citizens. The Department prepares the State's capital program and the annual capital budget. It also cooperates with and provides planning assistance to county, municipal and other local governments.

Department of General Services

After a new building has been approved by the Legislature, the responsibility for the planning of the building rests primarily in the Department of General Services. A committee composed of members of the College faculty and administration participates in the planning of the building but the Department appoints the architect and has final authority for approving the plans. After plans have been approved and contracts awarded, the Department appoints one of its supervisory staff as a supervisor and inspector while construction is underway.

This Department also has jurisdiction over the State Purchasing Bureau and Office of Central Services.

2. College Level

The chief administrative officer of the College is the President, who has full responsibility for the conduct of all programs. Reporting directly to the President are four vice-presidents responsible for the major programs of the College: the Vice-President for Academic Affairs and Dean of the College, whose responsibility includes all

academic programs and academic personnel; the Vice President for Student Services, who is responsible for all student services, the Vice-President of Business and Finance, who prepares and administers the College budget and supervises finance, plant operation and maintenance, security and transportation, administrative services, campus planning, computer systems, personnel, auxiliary service, and the College Center; and the Vice-President for Institutional Development, whose responsibilities are alumni services, news and publications services, public relations and development.

Reporting directly to the Vice-President for Academic Affairs and Dean of the College are: The Associate Deans, each of whom is responsible for a number of academic departments and academic service areas; the Dean of the Graduate Division; the Dean of the Evening College and Summer Session; the Director of the Library; the Associate Dean for Minority Relations; and the Associate Dean for Instructional Services.

Reporting directly to the Vice President for Institutional Development are: Director of Alumni Services, Director of Development, Director of Corporate and Foundation Programs, Director of News and Publications Services, Director of the Maryland Council on Economic Education and the Assistant to the Vice President.

Reporting directly to the Vice President for Business and Finance are: Director of Administrative Services; Director of Auxiliary Services; Direction of On-Campus Planning; Director of Finance; Director of Personnel; Director of Physical Plant; Director of Security; Assistant to the Vice President; and the Systems Analyst.

The Affirmative Action Officer also reports directly to the President. Responsibilities of the Affirmative Action Officer include development and monitoring of programs under the equal opportunity and affirmative action commitment of the college, advising members of the college community of their rights and obligations under the Affirmative Action Plan and civil rights legislation, and serving as liaison with State and Federal civil rights agencies. The provisional Affirmative Action Plan, circulated in November 1974, is now undergoing revision; a final version will be circulated during the 1975-76 academic year. Copies of the provisional plan are available from the Affirmative Action Officer.

Organizational charts appear as Appendix C.

C. THE FACULTY

The Faculty consists of all persons holding academic rank including the professional staff of the Library and members of Lida Lee Tall School.

Meetings of the full Faculty are held at the beginning of the Fall semester and at the beginning of the Spring semester. Special meetings may be called at the discretion of the President. The President or the Dean of the College presides at the faculty meetings. All faculty members are expected to attend in fulfillment of their normal responsibility to participate in the life and governance of the College.

1. The Academic Council

The Faculty operates principally through the Towson State College Academic Council which is the primary legislative and advisory body of the College. Eighteen faculty members and six students serve on the Council as voting members. The President, the Vice-President for Academic Affairs, the Vice-President for Student Services and the Vice-President for Business and Finance serve ex officio as non-voting members. The Council functions through an Executive Committee and a number of Standing Committees. The composition and responsibilities of the Council and its committees are set forth in the Towson State College Constitution which is included as Appendix A in this handbook. It is recommended that it be read in full. Lists of the members of the committees are distributed after elections and appointments.

2. The Departmental Structure

Besides the above legislative structure, the Faculty is organized on a departmental basis. Chairpersons of departments are appointed to a three year term by the Dean. They are responsible for administration of departmental programs and budgets, and for the recruitment of personnel. Department chairpersons report regularly to one of the Associate Deans and to the Dean of the College. This line structure is not intended to preclude any direct communication of the department chairpersons with the President or of the faculty members with the Dean of the College and the President.

3. The Faculty Association

The Faculty also functions through the Faculty Association, the membership of which is composed of all members of the Faculty teaching six or more credit hours under a regular contract, all department chairpersons regardless of teaching loads, all members of the faculty of Lida Lee Tall School, and all professional librarians. The Towson Chapter of the American Association of University Professors as the elected exclusive representative of the Faculty is currently the functioning Faculty Association. The AAUP/Faculty Association Constitution is included in the Appendix. (Appendix D)

D. STUDENT ORGANIZATION

The Student Government Association is the student governmental body authorized by the administration of the College. Upon enrolling in Towson and paying the student general fee, each full-time undergraduate student automatically becomes a member of the S.G.A. The organization itself consists of an executive branch comprised of a president, vice-president, treasurer, and various appointed officials; a legislative body called the Senate, composed of fourteen students elected at large and one student from each of the four classes.

The Student Government Association operates on a budget allocated from student fees and has fiscal autonomy, although all student funds are deposited, according to law, in the State Treasury in Annapolis. The S.G.A. fiscal year runs from July 1 to June 30 and recognized student organizations receive funds from the S.G.A. Senate each Spring.

The Student Government Association Constitution is the highest written document which governs the operations of the S.G.A. and the various student organizations subsidary to it. A copy of the S.G.A. Constitution and various supplementary policies may be found in the official Student Government Association Annual Report.

Under the new College Constitution, students serve on the College Academic Council and almost all of its regular standing committees. Student members on all college committees except the Academic Standards Committee are appointed by the President of the College based upon nominations submitted by the President of the Student Government Association. The student members of the Academic Standards Committee and the Academic Council itself are appointed by the President of the S.G.A. upon consent of the S.G.A. Senate, with the exception of the S.G.A. President who serves on the council by virtue of his office.

E. GRADUATE STUDIES

Graduate Studies at Towson State College began in June, 1958, with the establishment of a Master of Education degree program in Elementary Education. This was initiated after two years of preliminary study and recommendations from teachers and school administrators.

Sixty-seven students were admitted to the degree program in the first session of 1958, and the number of students has increased to the more than 7,500 currently enrolled. Towson State College offers twelve programs leading to the master's degree. A number of other programs are in various stages of planning and approval. The programs presently offered are as follows:

Master of Arts: General Studies, Geography, Psychology

Master of Education: Art Education, Early Childhood Education, Elementary Education, Music Education, Reading, Secondary Education

Master of Science: Audiovisual Communications, Biology Speech Pathology and Audiology

The Graduate Studies Committee determines policy for all graduate programs. Graduate curriculum matters are also the responsibility of the Committee. The membership is comprised of the Dean of Graduate Studies and Chief Academic Officer, both of whom shall serve in ex officio, non-voting capacities, and six members of the faculty appointed by the President of the College for overlapping terms of three years. The Chairperson and secretary of the Graduate Studies Committee will be elected from the membership of the Committee. Meetings are held monthly during the academic year and at other times when necessary. The Graduate Studies Coordinators is a group comprised of the coordinators of each graduate program and the Associate Director of Graduate Studies. This group administers all graduate work within the policies set by the Graduate Studies Committee.

Graduate faculty members are Associate Professors or Professor or those of other ranks holding the earned doctor's degree. Their assignment need not include the teaching of a graduate level course each semester. Those qualified as graduate faculty members are listed in the Graduate Studies Bulletin, under Instructional Faculty.

Specific information concerning academic calendar, office procedures, registration and financial information, student personnel program, and academic regulations is detailed in the Graduate Studies Bulletin.

1. Graduate Assistantships

The stipend for Graduate Assistants is $2,500.00 plus remission of tuition (except for independent study courses and private lessons), and is renewable for one year at the discretion of the Dean of Graduate Studies. The stipend for the Assistantship may be paid through Plan I (12 months) or Plan II (10 months),and is subject to state and federal taxation.

Plan I (from July 1 through June 30) Stipend - 26 payments of $96.16

Summer Sessions

Service to the Department - The student must provide the equivalent of four semester hours of appropriate work for the academic department (8 - 12 working hours per week).

Graduate Course Credit - The student must carry a minimum of three (3) semester hours and may carry a maximum of six (6) semester hours of course work during each of the two sessions. Remission of tuition courses taken in the first session will be retroactive for those under Plan I.

Fall and Spring Semesters

Service to the Department - The student must provide the equivalent of six (6) semester hours of appropriate work for the academic department (12 - 18) working hours per week).

Graduate Course credit - The student must carry a minimum of six (6) semester hours and may carry a maximum of nine (9) semester hours of course work during each semester.

Plan II (from September 1 through June 30) Stipend - 21 payments of $119.05

Fall and Spring Semesters

Service to the Department - The student must provide the equivalent of six (6) semester hours of appropriate work for the academic department (12 - 18 working hours per week).

Graduate Course Credit - The student must carry a minimum of six (6) semester hours and may carry a maximum of nine (9) semester hours of course work during each semester.

Note 1: The Assistantship is from July 1 to June 30 or from September 1 to June 30. The service to the department is not negated by semester breaks or by the termination of classes for the semester. The assistant may be required by the department to fulfill duties during these periods.

Note 2: There is no provision made for sick leave for the assistant. If illness occurs and the assistant is to be absent, the appropriate departmental representative should be notified by the assistant.

Note 3: The student accepting the Graduate Assistantship is expected to view it as a full-time undertaking combining service to the department, attending classes, and study. Outside employment should not be considered.

F. THE EVENING COLLEGE

Programs

The Evening College is planned to provide mature men and women with the opportunity to pursue on a part-time basis a liberal education in the arts and sciences or in selected scholarly or professional fields.

The following programs are available:

1. The Arts and Sciences Program - for those who wish to develop the foundation for future specialized or professional training in order to improve their occupational competency by completing requirements for a bachelor's degree.

2. The Teacher Education Program - for those who wish to follow a course of study leading to a degree and certification.

3. General Studies are also available for those who wish to develop themselves for more personal effectiveness and success in their daily lives in contemporary society.

Majors

The Evening College offers a complete degree program in several areas of study. The requirements for each major are listed under the appropriate department heading. Majors in the following areas are currently available through the Evening and Summer Division: Art, Biology, Business Administration, Education - Early Childhood, Elementary, Secondary - English, General Studies, Geography, History, International Studies, Liberal Arts, Mathematics, Philosophy/Religion, Psychology, Social Science, Sociology.

Majors not listed above will require some daytime attendance in order to complete requirements. Majors such as Nursing, Medical Technology, Clinical Psychology, etc., require considerable day school involvement.

Evening Student Classification: Undergraduate (Special Student)

1. Special Student:

Special Students are those who are taking courses for credit but have not been officially admitted or readmitted to a degree program at Towson State College. Special Students seeking part-time degree candidacy must possess either a 2.0 cumulative average from previous colleges attended or a 2.0 and a minimum of 12 semester hours at Towson State College.

2. Degree Candidates:

Degree Candidates are those who are taking courses for credit and have been officially admitted or readmitted to a degree program at Towson State College. Students wishing to matriculate for an undergraduate degree must meet the admission requirements. After the completion of 12 credits and the attainment of a 2.0 cumulative average, a student may make an appointment with an Academic Coordinator to obtain an application for admission to degree candidacy. Degree candidates should arrange conferences with an Evening College coordinator on a regular basis to plan their academic program.

A. In general all degree candidates must complete approximately ½ of the courses in a major at Towson State College.

B. The last 30 credits toward a degree must be taken at Towson State College.

Former Full-Time (Day Division) Towson State College Students

Any student who attended Towson State College on a full-time basis and either voluntarily withdrew or was academically dismissed from the College reverts to Special Student status, and must be formally readmitted to degree candidacy. In order to be eligible for readmission to degree candidacy on a part-time basis, a student must:

A. Be in good academic standing; or

B. Achieve a 2.0 or C level work since dismissal.*

C. Complete the necessary readmission forms available in the Evening Office, Administration Building, Room 223.

These students should arrange a conference with an Academic Coordinator in the Evening Program to review their previous academic work, complete the forms necessary for readmission, and to help plan their future academic program.

* Students who have been academically dismissed from Towson State College may not take more than 18 semester hours during the dismissal period without approval of the Academic Standards Committee.

G. THE SUMMER SESSION

Since 1949, the Summer Session program at Towson has grown from a small teacher preparation program until it now equals the offerings during the academic year and includes a strong emphasis on courses in the Arts and Sciences. It still serves those who are preparing to become teachers, as well as teachers-in-service. Some courses are designed for students who need to meet certification requirements. Others are for those who wish to improve their professional or academic backgrounds.

All Towson students are welcome to enroll. Undergraduate students in other colleges may be admitted to courses but are advised to secure approval from their own college if credits are taken for transfer purposes.

Programs

1. A Special Professional Program to aid liberal arts college graduates, and others appointed to elementary school positions, in completing requirements for full teacher certification.

2. A program for undergraduates to enable students to accelerate or make-up time lost by illness, failures, or light course loads.

3. A program to provide master's degree or equivalency offerings for elementary or secondary school teachers, art educators, guidance counselors, and school psychologists, as well as certain arts and sciences areas.

4. A program of workshops, institutes, and travel courses offered for experienced teachers wishing to receive intensive preparation in certain specialized areas. Details as to content, credit dates and class hours are listed in the Summer Session Booklet.

Length of Term

At present the basic program of the College consists of two five-week terms and a seven week Evening Session. Five week courses meet for 90 minutes daily, Monday through Friday. The seven week Evening Session classes meet twice a week. Workshops or institutes of varying length also are scheduled.

For further detailed information see the Summer Session Bulletin.

H. MINIMESTER - JANUARY SESSION

Beginning in January, 1972, Towson offered its first Minimester or January Session.

Courses may be of the traditional lecture or discussion type, or they may be entirely new and experimental. They may be a combination of old and new. Courses hopefully will cover a narrower, more topical range of subject matter than most courses offered during the regular semester. Independent study, directed readings, travel study, practicums, and other courses that could lend themselves to a concentrated, full-time effort by a student would be appropriate for a Mini-Term.

Credits for the Minimester will be equivalent to credits earned during the regular semester. Each student is limited to one course during the Mini-Term, carrying a load of from one to three credits. This restriction is intended to preserve the Mini's main feature: The opportunity to concentrate on one educational theme without the competition of other courses or other teaching responsibilities.

Special students and part-time degree candidates may be admitted to the January Session, however, the College Center fee will be assessed for these students.

Fees will be assessed on a per-credit basis plus a registration fee payable at the time the student registers for a course.

Faculty and students who choose not to participate in the January Session would have the period covered by the Minimester free--for research, study, travel or work.

PART II. PERSONNEL POLICIES AND PROCEDURES

A. FACULTY CONTRACT

A copy of the Faculty contract and of the Regulations and Procedures Governing Academic Freedom and Tenure can be found as Appendix E and Appendix F in this Handbook.

B. ACADEMIC FREEDOM

Article One of the Regulations and Procedures Governing Academic Freedom and Tenure (Appendix F) contains a brief statement on academic freedom. It embodies the substance of the 1940 Statement of Principles on Academic Freedom and Tenure agreed upon in 1940 by the American Association of University Professors and the Association of American Colleges. On February 25, 1964 the Board of Trustees of the State Colleges adopted the principles as set forth in the 1940 Statement of Principles.

On November 25, 1969, Dean Kenneth Shaw submitted to the College Senate a statement of Towson State College's commitment to the co-equal principles of academic freedom and responsibility which reaffirmed the College's support of the 1940 AAUP Statement of Principles. The Towson State College Statement on Academic Freedom was passed by the Senate and distributed to the members of the Faculty and Administration. That statement follows:

TOWSON STATE COLLEGE STATEMENT ON ACADEMIC FREEDOM

> "The concept [of academic freedom] has always confused some laymen who can't see the difference between academic freedom and that accorded every citizen under the Constitution and the Bill of Rights . . .but it does have an additional meaning which comes from the fact that it operates in a historically institutionalized relationship. Therefore, it has special rights and special responsibilities." (Dr. John W. Dodds, Dean emeritus of Stanford, in an address to the 1969 Meeting Association Governing Board of Universities and Colleges.)
>
> There is no idea more basic, no foundation more necessary, to the academic community than the commitment to the principle of academic freedom. We hold no wish more fervently than our hope that the principle is safe at Towson. However , any intelligent community recognizes that periodically even dogmas so sacred and so widely held must be subjected to reaffirmation and explanation. Even so nearly perfect, so all encompassing a statement as the AAUP 1940 Declaration on Academic Freedom

must be made relevant to each college community. Such is the intent of this statement: Towson State College seeks to make certain that all the members of the community accept and thoroughly understand the commitment.

Questions which touch upon this institutional principle have been raised this year at Towson and they must be answered by our community. Both students and members of the faculty have seriously questioned the actions of their colleagues. These questions have come not just from the left or the right but from the whole spectrum of opinions at Towson. The heterogeneity of the questioners would frustrate anyone attempting to force a simple "generation gap" explanation. Most simply and accurately paraphrased the question asked is: "What actually does academic freedom mean at Towson? What uses may a professor legitimately make of his classroom?"

In answering this question our immediate response is to refer the questioner to the AAUP 1940 statement of principle.

ACADEMIC FREEDOM

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

The College Senate goes on record as reaffirming the commitment to the AAUP statement of principle. We commend it to all the members of our academic family. We wish to announce to our sister institutions and the community that academic freedom and academic responsibility are secure at Towson State College.

C. STATEMENT ON PROFESSIONAL ETHICS

The College subscribes to the Statement on Professional Ethics approved in 1966 by the AAUP. It is as follows:

Introduction

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to the professor in his utterances as a citizen, in the exercise of his responsibilities to students, and in his conduct when resigning from his institution or when undertaking government-sponsored research. The Statement on Professional Ethics that follows, necessarily presented in terms of the ideal, sets forth those general standards that serve as a reminder of the variety of obligations assumed by all members of the profession. For the purpose of more detailed guidance, the Association, through its Committee B on Professional Ethics, intends to issue from time to time supplemental statements on specific problems.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to assure the integrity of members engaged in private practice. In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its framework by reference to a faculty group. The Association supports such local actions and stands ready, through the General Secretary and Committee B, to counsel with any faculty member or administrator concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of dismissal, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure and the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings.

The Statement

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end

he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

D. APPOINTMENT

All appointments to the Faculty are made by the Dean of the College, subject to the approval of the Board of Trustees. Prospective faculty members are recruited by department chairpersons with the assistance of the members of the department. The recommendations of the department chairpersons are subject to the approval of the Dean of the College and the President. The faculty contract runs for ten months, from September 1 until June 30. Appointments to the Summer Session Faculty are treated separately by the Dean of the Graduate Division for graduate courses and the Dean of the Summer School for undergraduate courses.

Faculty hiring procedures developed in 1974 to comply with the Affirmative Action Plan are continued in Appendix AA. Policies regulating the hiring of part-time day faculty are presented in Appendix BB.

E. REAPPOINTMENT

The dates for notice of reappointment are contained in the faculty contract. Prior to these dates, the departmental Promotion and Tenure committees recommend to the Dean of the College whether specific faculty members should be reappointed. After consideration of these departmental decisions, the Dean of the College recommends reappointment or non-reappointment to the President. The Dean of the College notifies the faculty member by letter of his reappointment or non-reappointment.

F. SALARY INCREMENTS

In the Fall of each year the departmental Promotions and Tenure Committee sends to the Divisional P & T Committee recommendations for greater than normal salary increases. The Divisional Promotion and Tenure Committee considers recommendations and those receiving their approval are forwarded to the Dean of the College. Generally, the recommendations of the Divisional Promotion and Tenure Committee are accepted, but the Dean and the President have the authority to depart from them. Appeals may be made by the individual faculty members to their departmental Promotion and Tenure Committee, to the Divisional Promotion and Tenure Committee and to the Dean. The Dean determines the salary of each faculty member in terms of the recommendations submitted and within the limits of the established salary scale and the budgetary appropriations for the College, and notifies by letter each faculty member of his salary for the next academic year. The Board of Trustees scale, a copy of which will be found as Appendix G, provides that salaries may be fixed at increments of about 6% per year.

G. PROMOTION

The procedures on promotion are the same as those for reappointment, originating in the departmental Promotion and Tenure Committee, thence to the Dean. The faculty member has the right of appeal. The Board of Trustees suggests a limit on the number of Faculty who may be granted the academic ranks above Instructor. See Appendix H for Requirements of Academic Rank as set down by the Board of Trustees.

H. TENURE

The conditions for the attainment and retention of tenure and the procedures governing cases of dismissal are explained in full in Appendix F entitled, Regulations and Procedures Governing Academic Freedom and Tenure. These were adopted in keeping with the 1940 AAUP Statement of Principles on Academic Freedom and Tenure and the 1958 Statement on Recommended Institutional Regulations on Academic Freedom and Tenure.

The Report of the Ad Hoc Committee On Faculty Evaluation adopted by the Academic Council is presented in Appendix I.

I. FACULTY LEAVES

1. Sabbatical Leave

a. The faculty member, to be eligible for sabbatical leave, must have attained the rank of assistant professor, associate professor, or full professor; and he must have been on active, full-time service with the college for a period of at least six years subsequent to any previously granted sabbatical leave. On rare occasions the Board will approve sabbaticals for those at the instructor's rank.

b. The faculty member, applying for sabbatical leave, shall make application using the form in Appendix U by January 1 preceeding the year in which the sabbatical is desired. A formal written request to the Dean of the College, setting forth clearly the nature of the proposed sabbatical project, and stating his/her reasons for believing that the granting of same will be professionally beneficial to him/her and to the college. The request should be approved by the department and appropriate Associate Dean before being sent to the Dean of the College.

c. Those sabbaticals approved by the College will be sent to the Board for final approval at the March meeting together with an endorsement to the effect that the services of the faculty member can be spared during the sabbatical period and that sufficient funds are available in the operating budget of the college for appointment of a temporary replacement if required.

d. The faculty member, applying for sabbatical leave, shall agree as a precondition for accepting same to return promptly to the college upon termination of the sabbatical period and to remain in service for at least two academic years immediately subsequent to returning, except under unusual circumstances in which the president and the Board may decide otherwise. If the faculty member fails to return, or fails to remain in service for at least two years, he/she shall be liable for the repayment of the whole or a proportionate share of the salary paid during the sabbatical period.

e. Sabbatical leave shall be granted for one five-month period on full salary, or for one ten-month period on one-half salary.

f. All benefits and privileges of a faculty member on sabbatical leave shall be continued in the same manner as if he/she were not on such leave (i.e., salary merit increases, opportunity for promotion, retirement benefits, etc.)

g. Seniority shall usually be considered in the selection of a faculty member for sabbatical leave.

h. Full-time employment by faculty members while on sabbatical leave is prohobited. They shall be permitted to accept, in addition to the salary received from the college, only such awards, grants, contracts, fellowships, etc., as may also be given in aid of the approved sabbatical project. Compensation for occasional consulting services rendered during the sabbatical period shall not be considered as payment for salaries or wages.

2. Leave of Absence Without Pay

A leave of absence without pay, for purposes of study, serving as an exchange faculty member, or for other purposes, may be granted to a faculty member who has been on active, full-time service with the college for a period of at least three years. The president may modify the three-year requirement in unusual circumstances.

a. The faculty member applying for a leave of absence without pay shall submit at least six months prior to the start of the proposed leave period a formal written request to the Dean of the college, via his chairperson and the appropriate Associate Dean, setting forth clearly the reasons for the proposed absence.

b. The written request, if approved by the Dean of the college, shall then be forwarded to the Board for final approval together with an endorsement to the effect that the services of the faculty member can be spared during the leave period.

c. Leave of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the Board, this leave of absence may be extended an additional year.

d. The State Retirement System grants members on a qualifying leave of absence the death benefit and other benefits afforded to active members without cost. However, in order to be eligible to purchase membership service credit for the term of the leave of absence, the member must declare his intention to purchase such credit by making a lump sum payment of the required contributions with interest within two years from the date of the member's return to active service or prior to retirement whichever occurs first. Also, such member who does not return to active membership within one year from the expiration of such leave shall abandon all rights for claiming such membership service credit.

e. The Retirement System considers leave of absence for personal illness, maternity (including adoption), study, and service that is government sponsored and/or subsidized as the only types of approved leaves as qualifying. The member must complete a "Declaration to Purchase or Not Purchase Service for a Qualifying Approved Leave of Absence" form, available in the Personnel Office, before the beginning of the leave of absence. The maximum term of a qualifying approved leave of absence is two years.

f. If the time of leave is to be credited to the accrual of the faculty member's requirements for tenure, it shall only be done with the approval of the Board.

g. The faculty member must contact the College Personnel Office to arrange to continue health insurance coverage under group rates (without State subsidy). Other privileges, benefits and opportunities of a faculty member on leave of absence without pay, shall be granted only upon recommendation of the president with the approval of the Board.

h. If the faculty member desires not to return, a written notice shall be sent to the Dean of the College no later than May 15.

3. Annual Leave

A faculty member on ten-month appointment shall not be eligible for annual leave.

4. Sick Leave

a. A full-time faculty member shall be entitled to 1.5 days per month or 15 days of sick leave annually, without loss of pay.

b. Any exception to the above may be granted by the college president. Such exception shall be reported by the college president in writing to the Board.

c. For any illness of three (3) or more consecutive working days or parts of three (3) or more consecutive working days faculty shall submit a certificate signed by a duly licensed physician which authenticates the period of illness.

d. A cumulative record of sick leave earned and utilized shall be maintained at each college for each faculty member. Procedure to be followed in reporting sick leave is presented in Appendix

5. Absence for Other Reasons

For absence due to death in the immediate family, for approved attendance at professional meetings, for voting outside of the community, and for jury service, the instructor is excused. Emergency absences for personal affairs not covered in the above provisions will be allowed if arrangements can be made for class coverage, during the absence, through the Chairperson of the Department, and if necessary,

in consultation with the Dean of the College. It is expected that such absences will ordinarily not be more than one to five days.

Absence due to death in the family will be charged against the faculty member's accumulated sick leave. The application of sick leave days for this purpose according to the directive from the State Secretary of Personnel, effective July 1, 1970, are as follows: A maximum of three (3) days may be charged to sick leave in the event of death of one of the following members of the family not requiring overnight travel: spouse, children, parents of employee or spouse, brothers and sisters of employee or spouse, and other relatives living as members of the employee's household. If overnight travel is necessary, a maximum of five (5) days sick leave may be used in the event of death of one of the above relatives.

A maximum of one (1) day may be charged to sick leave in the event of death of one of the following relatives: grandparents or grandchildren of employee or spouse, aunts and uncles of employee or spouse, nephews and nieces of employee or spouse, son-in-law and sister-in-laws of employee or spouse, brothers-in-law and daughters-in-law. No additional time may be authorized if travel is involved.

If additional time is required by the instructor, he/she should confer with his department chairperson.

Pregnancy is considered a temporary diability and sick leave may be authorized if the individual is unable to work for medical reasons.

6. Injury in Line of Duty

a. In order to protect employees' rights under Workmen's Compensation Law, as well as help alleviate possible safety hazards, an Employer's First Report of Injury form (See sample Appendix V-1) should be completed and forwarded to the Personnel Office as soon as possible, but not more than 48 hours from the time of injury. This also applies to occupational illnesses; i.e., illnesses directly attributable to the actual work undertaken by the employee. Forms, available in the Personnel Office, should be completed by the employee's supervisor after interviewing the employee and witnesses and carefully investigating the facts.

b. "Proper Job Instruction" (see Appendix V-3) may aid in preventing accidents.

c. "Investigation" (see Appendix V-4) provides guide posts for proper techniques when investigating accidents.

d. "Accident Cause-Result Sequence" (see Appendix V-5) may act as a reminder of facts and help in selecting proper terminology when completing injury reports.

e. When an employee is covered by the Workmen's Compensation Law, he shall receive his regular compensation to the extent of his earned sick leave credits. However, if such sick leave becomes exhausted before the employee is able to return to active duty, he may request a leave of absence without pay through the Personnel Office. Upon receipt of such authorization, the employee is entitled to retain any Workmen's Compensation checks for loss of regular State wages.

An award for medical and/or hospital expenses is to be retained by the employee and is not to be confused with an award for compensation.

f. Workmen's Compensation checks may be retained by the employee for such periods of time he is on annual leave. However, annual leave and holiday leave should be exhausted before placing the employee on leave of absence without pay. An employee who does not wish to use up his accrued annual leave before being placed on leave of absence without pay must sign a statement indicating his awareness that entitlement to his unused annual leave at a later time is contingent upon a actual reinstatement into the State service.

g. In order to preserve sick leave for those situations which are not covered under the Workmen's Compensation Law, the State Secretary of Personnel may authorize additional days of sick leave provided:

(1) The employee has exhausted his earned sick leave during a current illness and has within a period of three years prior to the onset of his current illness been required to use sick leave because of an injury in the line of duty.

(2) The amount of additional sick leave authorized may not exceed the total number of days of sick leave which are charged against the employee because of the injury in line of duty.

7. Procedure in Case of Absence

When a faculty member plans to be absent or is forced to miss classes for illness or other unavoidable causes, the following procedures are to be used in accordance with the particular circumstances:

a. If it is possible to do so, the anticipated absence is discussed with the department chairperson.

b. Under emergency circumstances, the department chairperson should be notified. The chairperson may make arrangements for the class to be dismissed, and, if appropriate, for announcements of assigned work.

c. When absences are planned in advance, this information should be given in writing to the chairperson whose office keeps a record of faculty absences.

J. COMPENSATION

1. Salary Checks

Members of the Faculty have an option to receiving checks on a ten month basis (September - June) or on a twelve month basis (September - September). Once an option has been selected, the payment method will continue without further attention by the faculty member. The faculty member may reselect his payment plan by applying at the Personnel Office by July 15 of the following academic year. Except during holiday periods, the checks are delivered by the department secretary who distributes them to the individual faculty members.

2. Deductions

Mandatory deductions include Federal Withholding Tax, State and Local Withholding Tax, Social Security and Retirement. Optional payroll deduction may be arranged with the Payroll Office or the Personnel Office for United States Savings Bonds and the State Employees Credit Union of Maryland. Other deductions for membership dues and insurance payments other than health insurance may be arranged through the Maryland Classified Employees Association. The Personnel Office will arrange health insurance deductions if desired.

3. Salaries for Summer Session

The faculty pay schedule for the Summer School is as follows:

Professor	$1400 (per 3 credit course)
Associate Professor	$1150 (per 3 credit course)
Assistant Professor	$ 950 (per 3 credit course)
Instructor	$ 800 (per 3 credit course)

In no event, however, shall any faculty payment exceed twice the three credit-hour course compensation for that rank.

Therefore, the maximum faculty compensation in any given semester is:

Professor	$2,800
Associate Professor	$2,300
Assistant Professor	$1,900
Instructor	$1,600

The summer salary schedule is subject to the following provisions:

a. Any course offered in the summer school which does not enroll enough students to generate income sufficient to cover the salary of the faculty member for that course may not be offered without the express permission of the Board of Trustees.

b. No faculty member teaching in the summer school shall be paid less than $800 per 3 credit course.

c. Special types of courses and duties such as independent study, directed readings, seminars, practicums will continue to be paid as they are currently being paid.

Salaries for 2 credit or 4 credit courses are pro-rated. Salary for the summer school is received in two checks, one midway through the session and the second at the close of the session.

4. Salaries for Evening College

Faculty members under regular contract who teach off load in the Evening College are paid according to the following scale for a 3 credit course as follows:

Professor	$1,000
Associate Professor	$ 955
Assistant Professor	$ 850
Instructor	$ 700

Compensation for Evening College instruction is added to the regular salary checks of faculty members under regular contract.

Any course offered in Evening College must generate income sufficient to cover the salary of faculty member for that course.

K. FACULTY WELFARE AND BENEFITS

1. Retirement and Pension

A faculty member must enroll in the Maryland State Teachers Retirement System as a condition of employment, and may receive a vested interest after 5 years. Deductions for contributions to the Retirement System are made from only 20 paychecks regardless of whether the Faculty member selects the ten month pay option or the twelve month pay option.

Members may retire at the age of 60 and are required to retire at the age of 70. The calculation of benefit is roughly one-fifty-fifth of the average salary of the highest three years of service multiplied by the years of membership in the system. Early retirement will modify this somewhat.

Faculty contributions are calculated at the rate of 5% of the annual salary divided by 20 paychecks. Membership may be continued during authorized leave of absence with contributions to be resumed when the employee returns to the payroll.

Provisions exist for retirement for reasons of health and on the basis of long service regardless of age. The College contributes an amount approximately equal to the employee's contribution. Upon resignation the faculty member may apply to receive back his/her own contributions plus interest.

If a member dies while in service a payment equal to the faculty member's contribution plus interest is made to the beneficiary. If the faculty member has been in the Retirement System for one year or more an additional amount is paid equal to the annual salary at the time of death.

Information about options, etc., may be secured from the Personnel Office where a handbook on the subject is also available. Also, see fuller statement on Retirement System in Appendix J.

2. Tax-sheltered Annuities

Several years ago, Congress amended the Internal Revenue Code to provide for employees of public school systems certain favorable income tax treatment through tax-sheltered annuities. Tax-sheltering is a method of deferring taxes on current annuity contributions to retirement until the annuity is received as income. Those interested in these annuities may apply at the Personnel Office for further information.

3. Social Security

All members of the Faculty are covered by social security. The State withholds your share of the payments from your paycheck and deposits it along with the employer's share with the Federal Government. Social security benefits are in addition to your State retirement pay and are not connected with it in any way.

4. Savings Bonds

Optional payroll deductions for United States Savings Bonds may be arranged with the Payroll or Personnel Office. Series E Bonds now pay a full 6% interest when held to maturity of 5 years. Savings Bond interest is exempt from state or local income tax.

5. Group Hospitalization

The College participates in a State-subsidized group hospitalization plan. Faculty members may join at any time, but after 60 days of employment

may be required by the insurance company to provide proof of insurability, usually a physical examination. The State contributes a monthly subsidy of 70% or 80% depending on the type of coverage. The remaining amount for the faculty member and family is deducted bi-weekly from the payroll. In months in which three paychecks are received, no deductions for hospitalization is made from the third paycheck. For persons on a 21 pay basis, a lump sum deduction is taken from the last paycheck to cover the five pay periods which occur during the summer months. See Appendix K for additional details.

6. Blood Donor Program

A blood donor program is conducted by the Personnel Department. Blood is available to all students, faculty, staff and members of their families. Requests for blood are to be directed to the Personnel Department.

7. Workmen's Compensation

College employees are covered under workmen's compensation insurance for injuries received in the line of duty. Compensation will be paid based on the nature of the injury and the salary at the time the injury was received. The employee is entitled to receive regular pay to the extent of earned leave; however, if the individual should be unable to return to active duty before earned sick leave is exhausted, he/she is entitled to receive workmen's compensation insurance. At all times the employee is entitled to receive medical expenses as may be awarded by the Workmen's Compensation Commission.

8. Advances in Salary

A faculty member may receive an advance in salary where failure to receive the regularly scheduled paycheck has occurred. A request for emergency payment of salaries and wages must be initiated in writing by the employee on the forms provided for this purpose. These forms will be obtained from the Comptroller's Office, completed in quadruplicate (4) and submitted to the Department Head by the employee for approval.

9. Credit Union

To provide a facility for employees of all classifications who may require loans, a State Employees Credit Union is available. Any person who has been in state service for one year or more may borrow up to $2,500, depending upon length of service, to be repaid by payroll deductions over a period of time, with interest at 12% per year. New-car financing may be arranged with interest of 10% per year. Credit Union literature is available in the Personnel or Payroll Office.

Money may be deposited in the Credit Union in lump sum or by payroll deduction. Dividends have been at 6% which on a quarterly basis compounds to 6.14% annually. Extra dividends are declared as earning permit. Deposits received on or before the 10th earn dividends for the entire month.

Members on a 21-pay basis must arrange with the Credit Union to pay installments during the other five pay periods.

10. Group Insurance

At present, there is no form of group insurance available to the Faculty as such, but only through paid membership in the Higher Educational Council of Maryland and the Maryland Classified Employees Association. These organizations have group life insurance and accident and income protection insurance programs. Efforts are being made to have a State Faculty group life insurance plan instituted.

11. Faculty Travel

Funds for travel to meetings of professional and learned societies are provided for all departments and are assigned to faculty members in accordance with departmental policy. The procedures for payment of expenses incurred in travel are given in Appendix L.

12. Faculty Research Grants

Policies and procedures of the Faculty Research Committee are as follows:

A. Qualifications for a faculty research grant

(1) The Committee shall make grants (not normally to exceed $1,000) for the following purposes:

(a) Any research activity by a faculty member in which he/she acts as the primary investigator and not just as a supervisor of studies, and which is expected to lead to a scholarly publication.

(b) Purchase of reference books, supplies and equipment not now available on campus and necessary for carrying out the research project. All such items shall, upon completion of the project, be assigned to the College in a manner to be determined by the Committee at the time of the approval of the grant.

(c) Travel of the researcher relevant to obtaining data for the approved research project. Foreign travel will be funded only up to two-thirds of the transportation costs.

(d) Payment of the cost of publication and/or reprints.

(e) Manuscript preparation, if this service is not available from the department and/or from the College Media Service.

(f) Registration fees for short courses or professional meetings which will directly assist present research efforts.

(2) The Committee shall not make grants for any of the following purposes:

(a) Normal course development projects or study guides.

(b) Any expenses related to the preparation or completion of a thesis or dissertation.

(c) Food and/or lodging.

(d) Expenses (other than registration fees) incurred for professional meetings, unless the purpose is to present results of research funded by the Faculty Research Committee.

(e) Hiring of assistants to conduct a search of the existing literature.

(f) Student projects, particularly those involving academic credits and dissertation and/or thesis research.

(g) Any project primarily for monetary gain, as determined by the Committee. If the project should result in monetary gain, the first royalties amounting to the total of the grant must be returned to the College.

b. Procedure

(1) Dates of application and notification

(a) Applications for funds for research to be conducted during the next fiscal year, beginning on July 1, must be submitted to the Committee by April 1 of that year. All persons will be notified of the Committee's decision by May 1. Funds should be available from the Comptroller by late June.

(b) A second deadline for requests is October 1, with notifications sent by November 1. Funds resulting from these decisions should be available from the Comptroller by late November.

(2) Format of application (limit to 2-4 typewritten pages; submit eight copies to the Secretary of the Committee)

(a) Date of Application
(b) Name of principal investigator, rank, department, academic degrees
(c) Name(s) of co-investigators ,if any
(d) Title of project
(e) General field and specific field of research
(f) Brief outline of project procedure
(g) Expected beginning and completion dates
(h) Expected form of final report (book, article, monograph, or other)
(i) Previous work completed on this proposed research project, either by the applicant or by others, including a brief statement of the applicant's background in this or related research, including publications.
(j) Proposed project described in detail, including key references
(k) Itemized budget statement of the type and amount of support needed (types and cost of equipment and materials, including catalog pages and prices; typing and reproduction estimates; cost and justification of travel, etc.). Note: (1) applicants are urged to check carefully the inventories of allied departments and College Media Services before requesting equipment which might already be available; (2) the Committee does not normally make grants exceeding $1,000. For information on grants from outside agencies, contact the Office of Corporate and Foundation Programs.

(l) Amount and kind of support available and/or requested from other sources for this or related research.

c. Responsibilities of faculty members receiving faculty research grants

(1) Letter of acknowledgment

All persons receiving grants must signify their intent to accept, spend and account for funds granted within the period from July 1 of the current year to June 30 of the next year; they do so by signing and returning the letter of acknowledgment to the Committee within ten days after being notified of their award. If no acknowledgment is received by the Committee, the funds will be re-allocated to other applicants.

(2) Implementation of research project

The researcher is responsible for implementing the research project as approved by the Committee. Any change(s) in design or methodology must be approved by the Committee. Prior approval must be obtained through the Chairperson of the Committee.

(3) Accounting of funds

An accounting must be made to the Committee of all expenditures made under a given grant. This may be done upon completion of the project, but must be submitted no later than the end of the fiscal year (June 30) in which the grant was made. A form for this purpose (Fiscal Report Form) is provided by the Committee. All expenditures must be justified by receipts. The only exceptions to this rule are expenditures for which no direct receipt can be obtained, such as travel by car. When convenient purchases should be made through the College Purchasing Office. All funds not spent by the end of the fiscal year must be returned to the College. If the researcher fails to submit an acceptable Fiscal Report Form, all funds must be returned to the College.

(4) Written report

A written report of the results of the research and/or a copy of the scholarly product (to be) published must be submitted to the Committee along with the completed Fiscal Report Form. If the researcher fails to submit an acceptable written report, no further grants will be made by the Committee to that person.

13. Corporation, Federal, and/or Foundation Funding

Individuals who plan to submit a proposal for a research, training, demonstration and/or service activity to an outside sponsor are encouraged to contact the Office of Corporate and Foundation Programs as early as possible in the development of their ideas so that maximum assistance can be provided. This office will assist faculty staff and students in obtaining funds from government agencies, private foundations and other outside sources by furnishing information on sources of support, assisting in developing and editing proposals, processing budgets and providing record-keeping facilities for data.

14. Recreation Privileges

Both indoor and outdoor facilities for recreation are available for

faculty use at times when regularly scheduled classes and varsity practice and/or special events are not being conducted. These facilities provide for participation in basketball, tennis, swimming racquetball, handball, badminton, volleyball, table tennis, track for jogging and a weight training room. Bowling and Billard facilities are located in the College Center.

Lockers may be assigned to a limited number of faculty.

Faculty are encouraged to participate in the intramural program provided by the college.

15. Tuition Waiver for Faculty, Staff and Dependents

The tuition waiver policy applies to all credit courses in Towson's academic program on the following basis:

Summer Session

Faculty, staff, their spouses and dependents may take, tuition waived, one course per session (the Summer being interpreted as two sessions) on a space available basis.

Regular Term

Two courses per session on a space available basis.

The only exception to the tuition waiver policy are Directed Independent Study, private music lesson fees, directed readings, independent research, graduate thesis, etc., and other 1-to-1 courses when the faculty member is paid directly by student tuition. The College does not feel that it should ask these faculty to teach without compensation.

Mini Mester

The tuition waiver does not apply to the Mini Mester because faculty salaries are literally determined by class size.

Procedure

The student will indicate "faculty", "staff", "spouse", "dependent" on the Evening Summer registration form and submit it to the Evening-Summer Office.

The student will also be asked to present identification. Forms will be available in the departments to be signed by his/her faculty-staff parent, guardian, or spouse and submitted with the registration form.

After course parameters are met, usually following mail registration, the student will be registered in the course requested on a space available basis. Course admit cards will be provided.

Students may also register at "in-person" registration for Evening Summer courses but must wait until the last day of registration to register for day division courses. Graduate students should check with the Office of the Dean of Graduate Studies.

Tuition will be waived as outlined above but other fees will be assessed; including; registration fee, parking fee, student center fee, lab or special instructional fee, i.e., private music lesson fees; etc.

L. PART-TIME AND CONSULTANT PERSONNEL EMPLOYED FULL-TIME AT ANOTHER STATE DEPARTMENT, AGENCY, OR INSTITUTION OR WITHIN THE COLLEGE

1. Part-time at Towson State College and Full-time at Another State Department, Agency, or Institution

   a. Each new part-time faculty or staff member, or consultant is required to submit a completed Request To Employ Part-time and Consultant Personnel Certification and Approval form.

   b. Prior approval from the Secretariat or Agency Head of the persons' full-time place of employment is required to employ any part-time or consultant personnel who is employed full-time at another State Department, Agency, or Institution.

   c. Positive time reports by both the primary and secondary employers must be submitted with payroll records to receive payment. Payment cannot be made for services rendered for secondary employment which coincide with work hours of the individual's primary employment, but payment for secondary employment is allowed during authorized periods of paid leave other than sick leave.

   d. Completed Request to Employ Part-Time and Consultant Personnel forms should be returned to the Personnel Office prior to the date of employment. Because some primary employers may delay in approving secondary employment, it is suggested that a form be given to each part-time candidate at the time negotiations begin, especially when you are aware that he is employed full-time at another State Department, Agency, or Insitiution.

2. Dual Employment Within the College (e.g., Full-time faculty or administrator teaching an evening class for compensation)

   a. New part-time faculty contracts will contain a section dealing with full-time status. This will eliminate the need for full-time faculty and staff of Towson State College who teach on an overload basis from completing the Request to Employ Part-time and Consultant Personnel Certification and Approval form. However, other types of dual employment within the college, when a part-time faculty contract is not executed will require the completion of the aforementioned form.

   b. Blanket approval has been granted for Towson faculty and administrators to teach on an overload basis provided a contract is executed and approved.

   c. Positive time reports for the part-time or secondary employment, must be submitted with payroll records to receive payments.

PART III ADMINISTRATIVE POLICIES AND PROCEDURES

A. BUDGET PROCEDURES

Towson State College, like the other State colleges, is at present subject to budgetary control by the State Department of Budget and Fiscal Planning which is under the Executive Department. The College prepares its budget requests two years in advance. The fiscal year begins July 1, and extends to June 30.

The first step in the preparation of the operating budget is the submission by department chairpersons and administrative officers of their requests for such items as instruction, secretarial assistance, equipment, supplies, etc. These requests are reviewed by the Dean of the College and then forwarded to the Vice President of Business and Finance and the President. The next step is the consolidation by the College administration of all requests. This total budget is then sent to the Board of Trustees whose Committee on Budget and Finance holds hearing for each college and makes its own recommendations. The combined budgets of all the State colleges are submitted by the Board to the State Department of Budget and Fiscal Planning.

In a similar way a separate capital budget is prepared and sent to the Department of State Planning which recommends to the Governor which items should be included in the upcoming budget.

The State Department of Budget and Fiscal Planning reviews the budget of each State agency and makes its recommendations to the Governor in keeping with the estimated revenues of the State for the coming fiscal year. It is mandatory that the State budget be balanced. At the opening of the session in January the Governor submits the budget, called the Executive Budget, to the General Assembly. This is examined by the Senate Finance Committee and the House Ways and Means Committee. The Legislature may make cuts in the operating budget but may not add to it; but it may increase or decrease the amounts to be appropriated in the capital budget.

The budget is usually passed in the closing days of the meeting of the General Assembly near the end of March. It is only then that the College knows the amount of its budget for the fiscal year which starts on July 1.

Faculty members who have questions about budgetary procedures should consult their department chairperson. The departmental secretary usually keeps on hand a supply of requisition forms for purchases, travel expense, etc.

B. PURCHASING

The College is an agency of the State of Maryland and is compelled by law to abide by the regulations established by the Department of General Services, State Purchasing Bureau.

In general, most purchases are processed through that Bureau by the College Purchasing Department. College departments are granted some direct purchasing flexibility when the total does not exceed $50.00. However, there are many restrictions imposed on even these purchases. The Purchasing section of the College's Business and Finance Manual details the Purchasing functions and regulations. This manual is available in each College department. Personnel who are engaged in the purchasing process must be familiar with the policies and procedures set forth in this manual. Unauthorized purchases will become the liability of the person making the purchase and ignorance of College purchasing policies is not an excuse for violation of State and College purchasing policies and regulations.

C. PROPERTY CONTROL POLICIES AND PROCEDURES

Towson State College is an agency of the State of Maryland and is; therefore, compelled by law to control and regulate all property in its possession. The Property Control section of the Purchasing Department is responsible for enforcing the regulations and control of College furniture and equipment.

Each department head is to exercise responsible care for all College furniture and equipment in his or her department.

Property is not to be moved, transferred, sold, traded in, or disposed in any fashion without the written approval of the Property Control Section.

The College is not responsible for any personal property brought onto campus for use by department personnel.

Consult the Property Control section of the Business and Finance Manual for details.

D. OFFICE SUPPLIES

Each department carries an inventory of office supplies which is replenished by the department secretary or other designated personnel. Replenishments are requisitioned from the College's Central Stores via form PD-3, signed by the Department Chairperson. Departments are billed for items requisitioned. A catalog of the items stocked with prices is included in the Central Stores Section of the Business and Finance Manual, which is available in each department office.

E. TRAVEL ALLOWANCE

See Appendix L for instruction for requisitioning travel allowance. The following policy is to be adhered to regarding candidate reimbursement for travel. If a candidate comes to the campus but subsequently rejects an offer of a position, his/her travel cost will not be reimbursed. If the candidate accepts a position or is not offered one, reimbursement will be made.

F. COLLECTIONS AND DONATIONS

The College permits the solicitation of donations only for the United Communities Campaign. This appeal is handled as an official college function through the Personnel Office.

G. GAMBLING, DRUGS, DRINKING ON CAMPUS

Gambling and possession or consumption of alcoholic beverages (with the exception noted below) and/or drugs and narcotics on State property is prohibited by law. Failure to comply with these restrictions may result in removal from State service.

The illegal possession or use without medical authorization of any drug or medicine with a potential for abuse will be subject to disciplinary action by the College.

The class of drugs specifically referred to includes:

1. Stimulant drugs such as amphetamines (pep pills)
2. Sedative drugs such as barbiturates (goof balls)
3. Psychedelic drugs such as:

    a. marihuana
    b. psilocybin
    c. mescaline
    d. lysergic acid diethylamide (LSD-25)

4. Narcotic drugs such as morphine and heroin

Alcohol Policy

From this date, the following shall be considered policy at Towson State College:

1. Any person using alcoholic beverages at any time and at any place while on the campus of Towson State College is responsible to civil authority for compliance with the law.

2. Policies concerning the presence and use of alcoholic beverages on the campus shall be the responsibility of the Director of Auxiliary Services.

3. Students, administrators, faculty, staff, and registered guests, all of legal age, shall be permitted to consume alcoholic beverages at any College function for which approval has been granted. Consumption of alcoholic beverage by anyone in a public area of the College is expressly prohibited. Public areas include hallways, lounges, lawns, walkways, lobbies and all other places normally accessible to a general community unless such a place is specifically reserved and approved by the Director of Auxiliary Services.

4. A group or organization must complete the following steps at least two weeks prior to an event if it wishes to use alcoholic beverages during the event:

a. Register the event with the Special Services Office. (In the residence halls the event must be approved by the respective House Council and registered with the Housing Office.);

b. Appoint a representative of majority age who will be responsible that the members of the group comply with College policies, and civil laws;

c. The appointed representative will complete a Request to Use Alcoholic Beverages and submit same to the Director of Auxiliary Services.

5. Alcoholic beverages may not be served or sold on campus without securing a temporary liquor license from the Board of Liquor License Commissioners of Baltimore County. Before doing this, however, the authorized representative of the group or organization must complete step 4 above. Additionally, the Chairman of the Alcohol Policies Governing Board shall affix his signature as owner of the premises on the Temporary Liquor License application.

H. CHANGE OF ADDRESS AND STATUS

In case of change of address and/or phone number the departmental secretary and the Personnel Office should be notified. Change in the number of deductions for income tax purposes should be reported to the Personnel Office so that a new withholding form may be filled out.

I. PHYSICAL PLANT SERVICES

1. Maintenance and Housekeeping

The Physical Plant Department is responsible for the Maintenance and Housekeeping of all College Buildings and Grounds. Its services include the Maintenance Trades, Custodial and Motor Pool which includes Shuttle Bus Service. Also acts as Liaison between the college and the various organizations responsible for constructing the new buildings and facilities at the College.

Work is to be requested on form #PP-1 "Work Request and Order" and submitted with the signature of the Department Head. Non-routine work such as Office Renovations, sometimes necessitate the completion of additional forms depending on the complexity and cost involved.

Emergency repairs may be telephoned to the Physical Plant, however, non-emergency requests are always to be requested on form #PP-1. The Emergency night service number is 825-9160.

College buildings are inspected regularly for safety conditions; any condition which seems to be unsafe, or in need of repair, should be reported immediately to the Physical Plant Office.

2. Transportation

College vehicles are available for instructional and administrative purposes, for example; required class trips where attendance is necessary for credit, faculty and staff professional trips, student activities involving performance in the name of the college, and cultural, educational, and social trips of college organizations. Individual students may not use college vehicles.

Personnel and organizations wishing to use a college vehicle should complete a vehicle request form and forward it to the transportation section with appropriate signatures one week in advance of the proposed trip. Additional information concerning use of College vehicles is obtained in Appendix L "Towson State Travel Regulations."

3. Liability of Faculty Members

Faculty members driving State cars are covered by a State liability policy in the amount of $100,000 per person/$300,000 per accident. The State policy does not cover medical payments arising out of an accident but just covers the amount for which a State employee might be sued.

The State policy does cover State employees driving their own cars while carrying out their duties as State employees. In this instance, the State policy only applies to the extent that the liability of the employee is in excess of the insurance carried by the employee. Thus, if the limits of liability of the employee's own insurance policy are less than the limits of the State's policy, the employee is still covered to the limits of the State Policy.

J. CAMPUS POLICE

1. General Responsibilities

Campus Police Department offices are located in the General Services Building on Towsontown Boulevard adjacent to the tennis courts. The police section is responsible for the protection of campus personnel, buildings, and the enforcement of campus regulations as well as local, State and Federal laws. Radio contact is maintained with each officer on the campus.

The Campus Police Department is open twenty-four (24) hours daily and the emergency telephone extensions are 234 and 235. After normal switchboard hours, the night emergency telephone number is 825-9160. The Campus Police also operate the College's lost and found department.

2. Keys

Keys (other than grand masters and building masters) may be requested by presenting a Physical Plant Work Order signed by the department chairman, to the Physical Plant offices.

The requested key may be obtained from the Campus Police Department upon its completion.

K. SALESMEN

Salesmen, except representatives of publishers of books and educational materials, may call upon faculty members only with prior appointment. Sales representative contacting College personnel without being scheduled through the Purchasing Department should be encouraged to contact the Purchasing Department prior to their departure from the campus.

L. INSURANCE COVERAGE FOR PERSONAL PROPERTY IN COLLEGE BUILDINGS

Under unusual and extenuating circumstances the State may reimburse employees for loss (due to fire) of their personal property up to $500. Loss due to vandalism or theft is not covered. Such circumstances include a faculty member who finds it necessary to have personally owned technical equipment or books in his office or laboratory. However, any insurance protection over $500 would have to come from the employee's own insurance.

M. CAMPUS SAFETY

1. Goals

Towson State College has dedicated itself to providing the necessary active leadership and support in order to develop and maintain:

. . . a safety program to prevent human and economic loss from personal injury and property damage.

. . . a program of fire prevention and preparedness to control loss from fire or explosion.

. . . a program to prepare college personnel to care for the victims of an accident or sudden illness until professional medical help is available.

2. Fire Drill Instruction

What to do when the fire alarm sounds:

a. Be calm.

b. Reassure your students.

c. Don't shout "FIRE."

d. Instruct students to leave building by nearest exit.

e. Instruct students to leave building in silence.

f. Close all windows, transoms, and doors.

g. If not attending an extinguisher or hose, keep students moving quietly and calmly out of the building until it is evacuated.

h. Faculty members outside the building should keep students at least 300 feet from the building if possible.

i. Keep students from blocking roadways.

j. Do not allow any student to re-enter the building until instructed to do so by the building Safety Coordinator or the Campus Police.

k. Do not use windows or emergency exist except for real emergencies.

l. Do not use elevators in any evacuation.

The above procedures are to be followed for drills, false alarms, and real fire situations. All students, faculty, and staff are expected to leave the building.

IF YOU SEE A FIRE, SOUND THE FIRE ALARM IMMEDIATELY
THEN CALL THE CAMPUS POLICE DEPARTMENT ON EXTENSION 234

3. Safety Coordinators

In addition to a college Safety Coordinator who reports to the Director of Personnel and who is responsible for the coordination of a campus-wide safety program, Building Safety Coordinators have been appointed in all academic areas.

The responsibilities of the Building Safety Coordinators include, but are not limited to the following:

a. Disseminate information concerning the campus safety program.

b. Work in conjunction with area maintenance supervisors to recognize and eliminate safety hazards.

c. A source of contact for all safety problems within the building.

d. Conducts regularly scheduled internal building inspections and submits written reports to the college safety coordinator.

The current College Safety Coordinator is Mr. Robert Baeuerle.

The current building safety coordinators in academic buildings are:

Administration Building - Mr. Gerald Smith
Media Services - Mr. Mel Schehlein
Burdick Hall - Dr. Ellen Eason
Cook Library - Mr. Thomas Strader
Fine Arts Building
  Art - Mr. Thomas Supensky
  Music - Dr. Golden Arrington
  Theatre - Mr. Joseph Kleban
Linthicum Hall - Ms. Stacie Sernocky

Smith Hall
Biology and Physics - Mr. B. J. Lis
Chemistry - Mr. Art Yarborough
Stephens Hall - Mr. William Crane
Van Bokkelen Hall - Dr. William Wallace

4. Safety Promotion Team

The duties and responsibilities of this group are presented in Appendix W.

N. INCLEMENT WEATHER PROCEDURE

The following regulations are to be followed in case of snow emergency:

Day school --snow or other inclement weather during day session.

a. After the college has obtained information which it believes is reason to close the college, snow signs cancelling classes will be posted on various bulletin boards throughout the campus. The signs will designate what time classes will be closed.

b. Department offices will be notified by phone from the administrative offices in addition to appropriate signs mentioned above.

c. In the event of classes being closed at any time during the day, students and personnel should listen to radio stations WBAL, WCAO, WCBM, and television channels 2, 11, and 13 for news relating to the following day's plan.

d. Consistent with the snow emergency plans of Baltimore City and County, all people driving to the College on snow emergency days should have appropriate snow tires or chains when driving on any campus roads.

O. PUBLIC INFORMATION

All College publications and publicly disseminated information concerning the College are administered by the Office of News and Publications Services. This office is solely responsible for gathering, preparing, and releasing to news media information concerning the College. Consequently, all public news releases should be cleared through this office.

College publications designed for off-campus use or wide campus circulation are to be coordinated by the News and Publications Services Office in order to insure quality in design and printing and conformity to College policies. This Office will cooperate fully with the various individuals and offices preparing publications in order to achieve the desired effectiveness and quality of each publication.

P. USE OF THE COLLEGE'S NAME

Members of the Faculty are encouraged to use the name of the College and official College stationery when representing the College in an official capacity. Faculty members may also publicly use their affilia-

tion with the College in order to identify themselves.

However, the College does not wish to be involved in projects with which it has no official association. Members of the Faculty are urged not to use the College name involving personal or unofficial activity, if such use in any way can be construed as implying College endorsement of any project, product or service.

Q. GIFTS AND GRANTS"

All gifts and grants to the College are received and administered by the Office of Institutional Development. Departments or individuals wishing to receive gifts of any kind for the College must arrange for their receipt through this office.

Set up to facilitate gift receiving is the Towson State College Foundation, a non-profit corporation chartered by the State of Maryland for the sole purpose of enhancing the excellence of Towson State College. It does so by inviting, receiving, holding, investing as appropriate, and administering gifts, grants, and loans to support legitimate activities of the College for which the State ordinarily makes insufficient appropriations.

The Foundation is administered by a Board of Directors consisting of a number of distinguished professional, industrial, and educational leaders and including among its membership the President of the College, Vice President of Business and Finance, and Vice President of Institutional Development, who serves as Executive Vice President of the Foundation, the principal executive officer.

The Office of Institutional Development, in conjunction with the Foundation, is responsible for creating and carrying out a comprehensive long-range program for expanding the amount of voluntary support for the College. It encourages support from individuals, corporations, and private foundations in order to provide scholarships, fellowships, research grants, equipment, special programs, special facilities and buildings, art collections, and other resources not likely to be provided by the State.

PART IV. ACADEMIC POLICIES AND PROCEDURES

A. REGISTRATION

Each student is assigned to a time to register. Students are not permitted to attend classes without having completed registration. A late registration fee is assessed for registering after the time assigned and within the late registration period. Students are expected to discharge all financial obligations to the institution before being permitted to register.

B. TRANSFER CREDIT

Credit is accepted by Towson State College for a course completed at any regionally accredited college or university. This credit will count toward graduation but will not be used in computing the academic average required for graduation.

Students with 64 or fewer credits at the completion of the work taken for transfer credit may take courses at any regionally accredited educational institution (two or four year institutions).

Students with more than 64 and less than 90 credits at the completion of work taken for transfer may take courses at any accredited four year institution.

Courses must be in programs offered at Towson State College
Courses must not have been previously accepted for transfer credit or completed for credit at Towson State College.

A grade of "C" or higher must be attained for students electing or required to graduate under the 120 credit graduation policy.

Students may not transfer more than 64 credits to Towson State College from a two-year institution.

Students taking courses as part of the last 30 credits required for graduation or for major credit must obtain prior approval of the Towson State College Academic Standards Committee.

Students taking courses for credit toward the major must obtain prior approval of the Department of the major.

C. CREDIT HOURS

The unit of credit is the semester hour. It is defined as one 50-minute class per week (or its equivalent) for one semester. A three hour class meets three 50-minute periods or two 75-minute periods a week for one semester. Laboratory and studio classes normally require two or three hours in class as the equivalent of one semester hour. Two hours of preparation is usually necessary for each hour in class for the average student.

D. PROGRAM TRANSFER

Students in good standing in either the teacher education or the arts and sciences program may transfer to the other program by filing a request form with the Registrar, as Secretary to the Academic Standards Committee. Upon approval of the Academic Standards Committee, the transfer will be effective for the semester following the one in which the request is made.

Those wishing to transfer to the arts and sciences program will be obligated in the amount of $100 for each semester of work completed in the teacher education program if the teaching pledge was signed in lieu of tuition payment.

E. EXEMPTION FROM REQUIRED COURSES

Believing that students should not be required to devote time to courses the substances of which they have mastered, the College provides opportunity to qualify for exemption from required courses. Towson students may apply through the Dean of the College to be examined for exemption, from courses required of all students and those required in a major field. The department concerned and

the Director of Research and Testing cooperate in the evaluation. When exempted, the student is privileged to choose an elective in any department or an advanced course in the same department. Required courses in the following fields are at present involved in this plan: biology, english, geography, mathematics, music, speech, history, political science, and sociology. Credit for Experience and Previous Learning is an option also open to students.

F. STUDENT LOAD

1. Regular Day Session

The normal student load is 15-18 semester hours of credit each semester.

Students may take up to 19 semester hours for credit. It is suggested that students possess a minimum cumulative average of 2.00 to take 18 semester hours and a cumulative average of 2.50 to take 19 semester hours.

Students with a 3.25 cumulative average based on at least 30 hours taken at Towson State College may carry 20 hours. In his last semester of his senior year a student may carry 20 semester hours provided the number is necessary to be graduated and provided his cumulative average is 2.50 or better.

Students with a 3.50 cumulative average or better, based on at least 30 hours taken at Towson State College may carry 21 hours.

No student will be permitted to carry more than 21 hours or less than 12 hours except by special permission of the Academic Standards Committee.

Students must have the approval of the Registrar to register for more than 19 semester hours during any one semester.

2. Summer Session

No student enrolled in the summer session will exceed 14 semester hours.

G. AUDITING COURSES

A student may audit a course with the permission of the instructor of the course. No credit may be earned in a course which is audited. Audited courses will not appear on the student's record. Students who wish to take the course for credit may do so only during the Change of Schedule Period as an added course.

H. CHANGE OF COURSE SCHEDULE

All changes in a student's schedule of courses (adding or dropping

a course or a change in sections or credits) are valid only if the student completes the Course Schedule Change Form and files it with the Registrar. Failure to do so will result in a grade of "NC" in the course dropped and no credit in the course added. The grade will appear on the Grade Roster of the course, the student's Permanent Record.

No student may enter a class after the first week of classes. Exceptions to this will be considered only after approval of the department chairperson of the course involved and the Dean of the College.

Entering freshmen wishing to obtain waiver of courses for the honors plan may arrange to take Advanced Placement Tests of the College Entrance Examination Board in fields in which they feel qualified Arrangements to take these examinations in May of the high school senior year may be made through the school counselor or through the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey.

I. WITHDRAWAL FROM A COURSE

Students wishing to drop a course may do so as follows:
Students may drop up to the end of the first two weeks of classes and no grade will be recorded.

Students who have not dropped a course at the end of the first two weeks of classes may withdraw from a course up to three weeks after the mid-semester date. Students withdrawing during this period will have the grade of "W" recorded for the course. This grade may be removed by repeating the course.

Students registered for a course who do not drop or withdraw during these periods referred to above must receive grades of A, B,C,D,NC or I as determined by the faculty member.

J. CLASSIFICATION OF STUDENTS

Students are classified according to the number of semester hours passed as follows: freshmen, 0-28 semester hours; sophomores, 29-55 semester hours; juniors, 56-89 semester hours; seniors, 90 semester hours or above.

K. MARKING AND POINT SYSTEM

A four-point system is used to identify quality of academic work. The letter "A" designates work of superior quality; "B" work of good quality; "C" work of satisfactory quality; "D" work of less than satisfactory quality but allowable for credit, subject to the restrictions under the Degree Requirements; "NC" (No-Credit), work of such unsatisfactory quality that no credit is given. Grades of "PA", "PE", "S" are equivalent to a grade of "C" or higher. The grade of "S" (Satisfactory) or "NC" is assigned for non-credit courses or student teaching. The grade of "PA" (Pass) or "NC" (No Credit) is assigned for the courses elected on the Pass Option. The grade of "PE" is assigned for courses passed under the Credit for Experience or Previous Learning option. All grades are recorded on the student permanent record.

A mark of I, (incomplete because of illness or other reason beyond control of student) at the end of a semester carries no credit. Unless such a course is satisfactorily completed within six months of the last day of class for the course, the grade for the course becomes "NC". It is the responsibility of the student to make arrangements to complete course requirements for the removal of the "I"

In computation of grade point averages the following quality point values are used:

A--4 quality points C--2 quality points
B--3 quality points D--1 quality point

Grades of "I", "NC", "PA", "PE", "W" and "S" are not used in computation of averages.

The grade point average is computed by multiplying the hours of credit in a course by the points assigned to the grade earned in the course. Totaling the credit hour points for all courses passed in the semester, and dividing the total number of points by the total number of hours of credit passed yields the grade-point average for the semester. For example:

4 hours of A	(4 points each)---	16 points
4 hours of B	(3 points each)---	12 points
3 hours of C	(2 points each)---	6 points
3 hours of D	(1 point each)----	3 points
2 hours of NC	(No Credit Given)	
14 Total hours passed		37 Total points

Dividing 37 by 14, the student's grade-point average for this semester is found to be 2.64.

The student's cumulative grade-point average is found by dividing the total points earned in all courses completed at Towson by the total number of credit hours passed (including hours attempted prior to 1 September 1970) at Towson. For example: a junior has passed 76 credit hours and has earned a total of 190 points. His cumulative grade point average is 2.50.

A cumulative grade-point of at least 2.00 is required for graduation.

L. STANDARDS OF WORK REQUIRED

1. Philosophical Premises

Academic Standards are set to insure that a degree from Towson signifies student work meeting or exceeding a particular level of excellence.

The intent is to reinforce appropriate learning behavior, and to help the student work independently and develop intellectually in a variety of ways.

2. Repeating of Courses

Students may repeat any course only once where credit has been earned or a mark of "NC" or "W" has been awarded. When the course is repeated, the student will receive the credits for the course counted once and the higher of the two grades if repeated for the first time after 1 September 1970. Students repeating courses must indicate this at the time of registration. Upon completion of the repeated course a change of grade form must be submitted to the Registrar by the student concerned. The lower of the marks earned is not maintained on the student permanent record. Courses taken for which credit is received with a letter grade may not be repeated under the pass/no credit option.

M. STANDARDS FOR FULL-TIME STUDENTS

In order to remain in the college, a student must possess the required minimum credits in relation to semesters of study as indicated in Table I and have a cumulative grade point average as indicated in Table II.

Table I
REQUIRED MINIMUM CREDITS THAT MUST BE PASSED IN RELATION TO SEMESTERS OF STUDY

Semester of Study	Required Minimum Credits Passed
Two	18
Four	40
Six	66
Eight	96
Ten	Degree requirements must be completed

Table II
MINIMUM GRADE POINT AVERAGE TO BE IN COLLEGE

Credits Passed	Minimum GPA To Be in College	Minimum Level of Satisfactory Progress
1-15	1.00	1.85
by 20	1.25	1.85
by 30	1.50	1.85
by 40	1.67	1.95
by 50	1.78	1.95
by 64	2.00	2.00

N. TRANSFER STUDENTS

The expected minimum number of credits passed for transfer students will be determined by dividing the number of credits transferred in by 15, rounding the answer to the nearest lower whole number, and relating it to Table III. (Required Minimum Credits Passed for Transfer Students) For instance, a student transferring 64 hours

would start at the 4 Semesters of Study point on the scale (64 divided by 15 = 4.27). To meet the minimum credits passed after two semesters of study, he would be expected to have passed 66 credits at the end of six semesters of study.

In addition, at the end of the first semester, transfer students must earn a grade point average as shown in Table II above based on total credits passed. However, no student will be required to earn more than a 1.50 grade point average during the first semester. In succeeding semesters a transfer student must attain a grade point average as shown in Table II. (For instance, a student who is required to have earned 52 credits at the end of two semesters at Towson should be required to have earned a 1.78 or better at that time to remain at Towson.)

Table III
REQUIRED MINIMUM CREDITS ACCUMULATED FOR TRANSFER STUDENTS

Semester of Study	Required Minimum Credits Accumulated
1	9
2	18
3	28
4	40
5	52
6	66
7	80
8	96
10	Degree requirements must be completed

O. STANDARDS FOR FULL-TIME STUDENTS ADMITTED SEPTEMBER 1974 AND THEREAFTER

In order to remain a full-time student in the college, a student must possess the required minimum credits in relation to semesters of study as indicated in Table I and have a cumulative grade point average as indicated in Table II.

Table I
REQUIRED MINIMUM CREDITS IN RELATION TO SEMESTERS OF STUDY

Semester of Study	Required Minimum Credits (with grades of A,B,C,PE,PA, and S)
Two	12
Four	34
Six	60
Eight	90
Ten	Degree requirements must be completed

Table II
MINIMUM GRADE POINT AVERAGE

Credits	Minimum GPA	Minimum Level of Satisfactory Progress
1-15	1.50	2.00
by 20	1.65	2.00
by 30	1.77	2.00
by 40	1.85	2.00
by 50	1.90	2.00
by 60	2.00	2.00

P. TRANSFER STUDENTS ADMITTED SEPTEMBER 1974 AND THEREAFTER

(Initial entry as a degree candidate into college prior to September 1974, see table III, Page 46.)

The minimum number of credits accumulated with a grade of "C" or higher for transfer students will be determined by dividing the number of credits with a grade of "C" or higher transferred in by 15, rounding the answer to the nearest lower whole number and relating it to Table III. (Required Minimum Credits Accumulated for Transfer Students). For instance, a student transferring 33 hours would start at the 2 Semesters of Study point on the scale (33 divided by 15=2.20). To meet the minimum credits accumulated after two semesters of study at Towson, the student must have accumulated 34 credits with a grade of "C" or higher at the end of four semesters of study.

In addition, at the end of the first semester, transfer students must earn a grade point average as shown in Table II above based on total credits accumulated. However, no student will be required to earn more than a 1.50 grade point average during the first semester. In succeeding semesters a transfer student must attain a grade point average as shown in Table II. (For instance, a student who is required to have earned 52 credits at the end of two semesters at Towson must have a grade point average of not less than 1.90 at that time in order to remain a fulltime day student.

Table III
REQUIRED MINIMUM CREDITS ACCUMULATED
FOR TRANSFER STUDENTS

Semester of Study	Required Minimum Credits (with grades of A,B,C,PE,PA and S)
1	6
2	12
3	22
4	34
5	48
6	60
7	74
8	90
10	Degree requirements must be completed

Q. PASS OPTION

Students will be able to elect on a voluntary basis 12 credits toward their degree for which they may be graded on a pass/no credit basis. No more than six hours per semester can be taken on a pass/no credit basis. This option is not available for courses requried for the major and for certification in Teacher Education unless special permission is sought from the department The option must be elected during the first two weeks of classes. The Registrar will make this information available to the instructor upon request.

R. PROCEDURES FOR REINSTATEMENT

Those no longer in good standing may appeal for reinstatement. In most cases students who are dismissed for academic purposes will be expected to remain out of the day school for two semesters. Those students who bring their cumulative average up to the credits completed and GPA Norm by taking courses in the Evening, Summer Program and January Session are eligible for reinstatement; however, a student must take courses in which letter grades are given in order to have this work apply before the completion of the one year period. A student must achieve an average of 2.00 on all work taken during the period of academic dismissal. Up to 18 credits can be taken in the Evening and Summer Program for this purpose. Deadline for readmission is 15 July and 15 November.

In evaluating requests for reinstatement, the Academic Standards Committee, without changing previous policies, will weigh heavily an indication of improved performance. The personal development of each student is considered. The College may exercise its right to ask a student to withdraw at any time.

S. DEGREE REQUIREMENTS FOR STUDENTS ADMITTED SEPTEMBER 1974 AND THEREAFTER

1. Bachelor of Arts Degree

Those wishing to qualify for a Bachelor of Arts degree in lieu of the Bachelor of Science degree may do so by fulfilling the requirements for the Bachelor of Science degree and by completing the intermediate course or the equivalent of a modern foreign language.

2. Bachelor of Science Degree

A student who satisfactorily meets the following requirements will receive the Bachelor of Science degree.

1. A minimum of one hundred twenty hours and a maximum of one hundred thirty-five hours of college credits with the grades of A,B,C,PE,PA, or S which must include Freshman Composition or its equivalent and thirty-two hours of upper division work.

2. Credit in the courses required of all students, of which Freshman Composition or its equivalent must be passed with

a grade of C or higher.

3. Credit in the required courses of the curriculum the student has elected.

4. Successful completion of a major except for those in Early Childhood or Elementary Education Programs.

5. A cumulative average of at least 2.00.

6. Record of attendance at the College for at least one academic year during which thirty semester hours of credit were earned. A student must earn the final thirty credits at the College unless permission is granted by the Academic Standards Committee to earn the credits at another institution.

7. Demonstration of personal qualities which are expected of an educated person.

8. Filing with the Registrar a Graduation Application according to the following schedule:

   December Graduates: file by May 31st of the year of graduation.
   June Graduates: file by September 30th of the year of graduation.

   August Graduates: file by July 1st of the year of graduation.
   A student who entered a college as a degree candidate September 1972 and thereafter must earn a minimum of 32 hours of upper division work as one of the requirements for graduation at Towson State College.

T. GENERAL COURSE REQUIREMENTS OF ALL STUDENTS

The general college requirement went into effect in September 1974, and affect all incoming freshmen and transfer students. However, Towson State College returning students have the option of remaining on the plans under which they were admitted providing no more than seven years has lapsed since initial admission or electing to follow the new plan.

All students are reminded that the adoption of a new set of General College Requirements does not change their departmental requirements, or the requirements for State Certification of teacher education students. Students should consult their advisors if they have any questions regarding their degree programs.

Group I	Number of One Semester Courses **
Art, Communication Arts and Sciences, English*, Modern Languages (the first semester of any elementary course cannot be used). Music, Philosophy and Religion, Theatre Arts (at least two courses must be taken in English; courses must be completed in at least four different disciplines).	6
Group II Biological Sciences, Chemistry, Mathematics,	3

including Computer Science, Physics, Psychology (courses must be completed in at least three different disciplines).

Group III

Anthropology, Economics, Geography, History Political Science, and Sociology (courses must be completed in at least three different disciplines). 4

Group IV

Health Science, Physical Education (at least one course must be in Physical Education). 2

* English 30.102, Freshman Composition (or equivalent) must be completed with a grade of "C" or higher to meet graduation requirements.

** At least one hour of credit in each course must be earned. Those wishing to qualify for a Bachelor of Arts degree in lieu of the Bachelor of Science degree may do so by fulfilling the requirements for the Bachelor of Science degree and by completing the intermediate course or the equivalent of a modern foreign language.

U. OPTIONAL GENERAL EDUCATIONAL PLANS

Optional general college requirement plans are permissible under certain circumstances when approved by the Curriculum Committee. Additional information available in the Office of the Registrar.

Transfer students with 56 credits or more at the time of admission will be given credit for having met the general requirements of the College provided all of the following conditions are met:

1. The student transfers from the sending institution with a minimum of 39 semester hours credit, or 15 one-semester courses, in the Arts and Sciences.

2. Courses are taken in a minimum of 10 of the following disciplines.

Art	Physics
Communication Arts and Sciences	Psychology
English	Anthropology
Modern Languages	Economics
Music	Geography
Philosophy/ Religion	History
Theatre Arts	Political Science
Biological Sciences	Sociology
Chemistry	Health Science
Mathematics	Physical Education

3. With reference to Towson's General Course Requirements of all students see page 33. Courses were taken in two disciplines each in Groups I, II, and III, and one course in Group IV.

Transfer students who have not completed the general college requirements under this option at the time transfer is made will be required to comply with the general requirements for native students at Towson State College.

V. ATTENDANCE

Students are expected to attend all classes. Each faculty member sets his own policy on absences. Policies vary and it is the responsibility of the student to understand clearly the absence policy of each instructor and to act accordingly. Students are expected to notify the Dean of Students by phone or in writing of any absence exceeding three days.

W. LENGTH OF ATTENDANCE

Only in unusual cases may a student who has completed degree requirements remain in the College for longer than eight semesters. Any requests for deviation from this plan must be submitted to the secretary of the Committee on Academic Standards.

X. WITHDRAWALS

A student wishing to withdraw from the College is to obtain a withdrawal card from the Office of the Dean of Students. Before the withdrawal is official, the student must submit the completed withdrawal card to the Office of the Registrar.

Y. SEMESTER OF STUDY

Each semester a student registers and has not cancelled or withdrawn prior to the first day of class counts as a semester of study.

Withdrawal for medical reasons or entry into the Armed Forces will not count as a semester of study. The student must inform the Registrar upon readmission in such cases and present evidence of reason for withdrawal.

Those students withdrawing from the College who intend to return must comply with the deadlines established for readmission 15 July for the fall semester and 15 November for the spring semester.

Z. TRANSCRIPTS OF ACADEMIC RECORD

Transcripts will be sent only upon written request of the student. Transcript request forms may be obtained at the Office of the Registrar. The College requires at least two weeks notice for issuance of a transcsript record. A fee of $1.00 will be assessed for each request.

A student with an outstanding indebtedness to the institution will not be eligible for transcripts of record.

AA. HONORS PROGRAMS

Under the direction of a College Honors Programs Board, a number of departments of the College offer Honors Programs in their disciplines or cooperatively offer interdisciplinary Honors Programs. The student who completes an approved program will receive a diploma with the designation Bachelor of Arts or Bachelor of Science with honors in the appropriate discipline.

The program is developed for the junior and senior years and include 9 to 12 semester hours credit in seminars, directed readings, and research projects. A senior thesis is required as well as an oral defense of the thesis. A candidate will also be expected to make a respectable showing on the Graduate Record Examination.

To be admitted to the program a student must present a cumulative average of 3.25 and a 3.50 cumulative average in his discipline. To graduate from the program the recipient of an Honors degree must present a 3.25 cumulative average and a 3.50 cumulative average in his discipline.

Details of the department plans may be obtained from the office of the department chairman.

The Dean's List is published following the completion of each fall and spring semester. Students who are degree candidates and complete a minimum of 12 semester hours for credit in regular grade granting courses with a semester average of 3.50 or higher will be so honored.

BB. GRADUATION WITH HONORS

To receive a bachelor's degree with honors, a student must have completed work taken at Towson State College with the following cumulative grade point average:

3.75 to 4:00	Summa Cum Laude
3.50 to 3.74	Magna Cum Laude
3.25 to 3.49	Cum Laude

Students must have, in addition, a 3.25 or better average for work completed at other institutions and a minimum of 56 semester hours of work at Towson State College. If students meet all other requirements, the Academic Standards Committee will hear an appeal of the 56 semester hour rule.

Transfer students eligible for Summa Cum Laude awards based on work completed at Towson State College must be approved by the Academic Standards Committee.

To receive a bachelor's degree with honors in a discipline, a student must have completed a departmental honors program and be recommended for honors by that department.

Students who do not qualify for honors because of their overall GPA may petition the Academic Standards Committee if they meet the following criteria:

"A student who in his/her last 60 credits at Towson State College attained a cumulative average of 3.50 or higher."

The student who is approved for graduation honors listed above will receive the Cum Laude honor from Towson State College.

CC. SPECIAL PROGRAMS

1. Credit for Prior Experience:

Not all experiences relevant to a student's academic program occur in the traditional setting of the College classroom. Indeed, colleges and universities having long recognized the valadity of such experience in teacher education and language programs are now applying this same approach to other disciplines.

Towson State College endorses this philosophical premise and accordingly will allow a student to submit relevant educational and professional experience for credit considerations by the appropriate academic departments and the College Academic Standards Committee. Up to 32 hours may be granted for such varied experiences as Peace Corps, Vista, internships in applicable professional work. independent study, applied practical experiences, e.g. second chair viola for two years with the Baltimore Symphony, etc.

At the present time there are two modes of obtaining credit for prior experience: Credit by Examination, and Credit by Performance.

In order to obtain credit for prior experience through either of these two methods please adhere to the following procedures:

a. The student will contact the Department Chairperson for the respective area in which he/she feels competent to receive credit for prior experience.

b. If the student receives approval from the Department to proceed, he/she is billed for the $5 Testing Fee by the Evening and Summer Division. Testing Fee for courses taken through CLEP is $15.

c. Upon presentation of his/her paid receipt to the department, the Department Chairperson assigns a faculty sponsor-evaluator to the student in order to determine the evaluative measures to be used, or to administer a standardized examination if such is applicable.

d. If the requirements are successfully met the Department Chairperson forwards the "Credit for Experience in Previous Learning" form to the Office of the Registrar.

e. The Registrar approves the form and forwards it to the Evening and Summer Office, at which time the student is assessed a $25 Recording Fee for courses carrying three or more credits. A $15 Recording Fee is charged for courses carrying less than three credits.

f. A copy of the paid receipt ($25) fee and the original "Credit for Experience in Previous Learning" form is returned to the Office of the Registrar to record a grade of "PE" and the appropriate amount of credit on the student's permanent record.

g. Students who have unsuccessfully attempted Credit for Prior Experience once (CLEP or departmentally), may NOT attempt credit by this method a second time. Credit must then be obtained by taking the course(s) in the traditional manner.

The College Level Examination Program (CLEP) provided the student with the opportunity to obtain college level credit(s) by utilizing standardized examinations administered by agencies of the Educational Testing Service. Presently, CLEP is not universally recognized at Towson State College, but students wishing to receive credit for CLEP examinations may petition the respective department(s). Granting of CLEP credit will be at the discretion of the department and awarded on an individual basis.

2. Arts and Sciences

The College offers a number of programs that afford students an opportunity to plan their own college programs, to follow individual interests, to experience a wide choice of courses from various departments and to prepare for certain specialized vocations. Interested students should consult one or more of the faculty advisors in the various programs as to requirements and procedures in declaring a major and pursuing a degree.

Program

Liberal Arts & Sciences - Core Program
Liberal Arts & Sciences - Thematic Option

General Arts & Sciences - Core Program
General Arts & Sciences - Thematic Option
General Arts & Sciences - Law Enforcement

American Studies

Black Studies

Women's Studies

MAJOR A - The Liberal Arts and Sciences Major constructed around a "core" discipline in the traditional Liberal Arts and Sciences fields.

MAJOR B - The General Arts & Sciences Major constructed around a "core" discipline in General Studies, which incorporates all of the Arts and Sciences.

THEMATIC OPTION - A student may fulfill the requirements for either Major A or Major B by substituting a thematic plan for the "core" discipline. We have made a formal distinction, however, because we wished both to create a major which preserves the concept of "liberal" arts and sciences in its traditional and widely understood meaning, and also to create a major (B) which offers maximum freedom of choice. In this way, a student who elects the former will carry a distinctive label.

Major A - The Liberal Arts and Sciences Major

1. The student must satisfy General Education Requirements.
2. To declare the major, the student must be a sophomore or junior with a 2.0 CPA.
3. From the Liberal Arts and Sciences - Art, Biology, Chemistry, English, History, Modern Languages, Mathematics, Music, Philosophy, Physics, and Theatre - the student must take a minimum of 45 semester hours of upper division course work. These 45 hours must include work from a minimum of 4 different departments. Eighteen credits must be from the Arts and 18 credits from the Sciences (Mathematics being considered a Science).
4. At least 15, but no more than 21, of the 45 upper division hours must come from one discipline which shall serve as the "core" discipline in the student's program.

Major B - The General Arts & Sciences Major

1. The student must satisfy General Education Requirements.
2. To declare the major, the student must be a sophomore or junior with a 2.0 CPA.
3. From the Arts and Sciences, which are construed to be the following- Art, Biology, Chemistry, Economics, English, Geography, History, Modern Languages, Mathematics, Music, Philosophy, Physics, Political Science, Psychology, Sociology, Speech and Theatre--the student must take a minimum of 45 semester hours of upper division course work. With the approval of the student's advisor and the appropriate associate dean, courses in departments not listed above may be allowed if these courses are needed to complement the student's program.
4. At least 15, but no more than 21, of the 45 upper division hours must come from one discipline which shall serve as the "core" discipline in the student's program.

Thematic Options to the Arts and Sciences Majors

With the approval of his advisor and the appropriate association dean, a student may elect to substitute a thematic plan for the "core" discipline in either Major A or B. By following this plan the student could develop an academic concentration in areas such as urban studies, American studies, environmental issues, etc.

Except for the following, the requirements will be the same as for Major A or B:

1. A minimum of 15, but not more than 36, of the 45 upper division hours must relate specifically to a chosen topic or theme.
2. All course work must be on an upper division level unless the faculty advisor approves the inclusion of some particular significant course work at the lower division level. For example, a course important to the student's theme may exist only at the lower division level.

3. LAW ENFORCEMENT AND CORRECTION

A new thematic option entitled, Law Enforcement and Correction is now being offered. Among its objectives are the following:

1. To provide in-service law enforcement and correctional personnel the opportunity to further their education beyond the junior college with a minimum loss of credits from their junior college program.
2. To provide an interdisciplinary degree with a strong emphasis on sociology, psychology and political science.
3. To provide the community with law enforcement personnel who are able to make good value judgment to maintain their perspectives, to understand underlying causes of human behavior, and to communicate clearly and precisely.

4. AFRICAN AMERICAN STUDIES PROGRAM

The African American Studies Program offers a student the opportunity to study in-depth the historical and cultural existence of the Afro-American by examining his unacknowledged roles in American society, and the presence and importance of the Black aesthetic culturally, socially, politically, and economically, An interdisciplinary program concentrating mainly in the humanities, the curriculum is subject to review and flexibility, as courses may be added or subtracted with the permission of the Advisory Committee and the Associate Dean.

Students may choose a major in the program, select courses to structure major within the General Studies Program, or simply take courses as electives.

For further information, please contact one of the advisors.

5. AMERICAN STUDIES

a. The Program

The American Studies concentration within the General Studies major at Towson State College is an interdisciplinary program that allows a student to take courses in different academic departments. The

American Studies approach stresses the inter-relatedness of such elements in our society as the fine arts, architecture, popular culture, folklore, technology, and the vernacular arts. Students examine American institutions, ideas, and material forms in order to better understand their past and shape their future. Although the American Studies major will have a knowledge of literature, history, economics, and art, his main concern will be within the concept of culture as it applies to the United States.

The degree granted is the B.A. or B.S. in General Studies with a concentration in American Studies.

b. Who Should Major in American Studies?

Those students desiring to pursue careers in American Studies. The Program at Towson State provides an important foundation for graduate work at the M.A. or Ph.D. level in American Studies. Presently there are over fifty graduate programs in the United States offering American Studies degrees.

Those students who wish to do American Studies related work in fields such as teaching, historic preservation, journalism, museum administration, law, history, literature,and others.

Those students who may not have any concrete career goals but who desire a broad knowledge of American civilization and a methodology to understand and interpret it. The program welcomes older students who may apply their knowledge of our culture to their academic or intellectual interests.

6. WOMEN'S STUDIES

The Women's Studies concentration within the General Studies major is an inter-disciplinary program which offers students the opportunity to study the particular nature and role of women as individuals and as members of society. The concentration consists of nine hours in a core curriculum of three interdisciplinary courses: 33.231 Women in Perspective, 33.331 Women in Society, and 33.332 Women in Art and Literature, plus a minimum of eighteen hours selected from department courses in Women's Studies. 33.231 Women in Perspective is strongly recommended as preparation for any upper division work in Women's Studies. Each program is individually tailored to the needs and interests of the student. Students must consult with a Women's Studies faculty advisor to plan their program. The student is reminded that a total of forty-five upper division hours is requested for the completion of a General Studies Major.

7. THEAMTIC PLAN: COMPARATIVE ETHNIC STUDIES

The Comparative Ethnic Studies concentration within the General Studies major is an interdisciplinary program that provides literary, historical, political, sociological, economic and geographic perspectives on American ethnic groups with an emphasis on Baltimore's communities. Courses examine the impact of race, religion, family and community on Ethnic-Americans and their development in the United States.

The Comparative Ethnic Studies program prepares students to live in a multi-ethnic society and for positions in education, social work, personnel, human relations, labor relations, urban planning, mental health, government

service and other areas where an awareness of ethnic diversity, problems, and needs are essential.

The Comparative Ethnic Studies concentration is administered by an advisory committee.

8. Health Services Management

The Health Services Management program is designed to help prepare students for management careers as administrators, health planners, hospital or health care administrators, or varieties of middle management personnel such as department heads or supervisors. Depending upon student interests and availability of positions graduate training in health administration may be desirable after completing this program.

The Health Services Management program is administered by the Health Science Department. For advising contact the Chairperson of the Health Science Department.

9. Directed Independent Study

The Directed Independent Study Program is designed to meet the needs of the mature individual who does not wish to be tied to a traditional education schedule. You and a faculty member approach a subject-discipline together in a planned, personalized course of study. Several conferences are arranged and other than these, and for visits to the Library or Media Center, the student works independently at his/her own rate. There are no regularly scheduled classes to attend, but the tutor is there if you need assistance in mastering the material. The conferences with the faculty member are informal, challenging, and the ideal instructional climate, that is, one to one.

Thus, it is possible for a student to complete a substantial portion of a four year program with only a few visits to the campus and minimal interruption in one's everyday life.

a. Admission

Courses are open to anyone with a high school diploma or equivalent and the ability to do college level work.

b. Credit

All courses taken under Directed Independent Study are for degree credit and may be used to fulfill requirements at Towson State College.

10. College in Escrow

The College in Escrow program at Towson State offers outstanding high school seniors an opportunity

. to begin college work before graduation from high school

. to become familiar with College in general, and Towson State in particular

. to challenge themselves academically

. to speed up their education

Students who have completed their third year of secondary school are permitted to enroll for the summer preceding and/or the fall and spring semesters of their senior year. Introductory and freshman courses are available as well as more advanced courses for those who qualify. Credits earned will be held in escrow until the student completes high school and matriculates at Towson State or another degree granting institution. (It should be noted that acceptance of transfer credit is the prerogative of each individual school. Towson State cannot guarantee that these credits will be transferable everywhere)

a. Eligibility

To be eligible for the program the student must have completed his or her junior year of high school, have at least a B average and have the approval of his or her counselor or principal.

b. Admission

Admission is to the particular semester in which the student seeks to enroll. The schedule booklet of the Evening and Summer program contains the necessary application and registration instructions. It may be requested by returning the included coupon.

Students should note that admission to this program does not guarantee formal admission to Towson State College. Application for full-time admission must be made through the Admissions Office.

c. Terms:

(1) Summer

Towson State conducts two five-week day sessions and one eight-week evening session during the summer months. Students may complete up to twelve (12) credits of work by attending both day sessions.

For those who desire to live on campus, housing is available for the first five week session. Meals are served Monday through Friday noon. Further information on

housing and application blanks for room reservation may be secured from the Director of Residence Halls, Towson State College.

(2). Fall and Spring

Semesters are approximately fourteen weeks in length and begin in early September and early February. It is suggested that most students limit themselves to one course, although students with light high school schedules may take more with the recommendation of their counselor.

Courses are available primarily in the evening but day courses are available. Students should contact the Evening and Summer Office regarding procedure to register for day courses.

11. The Second Bachelor's Degree

The Second Bachelor's Degree Program is designed to meet the needs of college graduates who wish to attain proficiency in another major field. To qualify for admission, students must hold a baccalaureate degree either from Towson State College or from another accredited institution. Baccalaureate degree holders seeking any other post-baccalaureate work other than a second undergraduate degree should contact the Office of Graduate Studies.

To fully acquaint yourself with the program and its advantages, please arrange for an appointment with an Academic Coordinator, 823-7500, extension 268. At such time, questions concerning formal admission and academic advising with regard to courses, course load, and other requirements may be discussed in detail. If the first bachelor's degree is from a college other than Towson, please bring to the appointment a student copy of your transcript.

Majors Available through the Evening College Program

Art

Biology

Business Administration

Education
- Early Childhood
- Elementary
- Secondary

English

General Studies

Geography

History

International Studies

Liberal Arts

Mathematics

Philosophy/ Religion

Psychology

Social Science

Sociology

All majors offered at Towson State are available through the Second Bachelor's Program, however, majors NOT listed above will require some daytime attendance in order to complete requirements.

Majors such as Nursing, Medical Technology, Clinical Psychology, etc., require considerable day-school involvement.

All students must meet Towson State College's general requirements. A maximum of ninety-eight transferable credits (sixth-four of which may be from a junior college) from any regionally accredited institution may be applicable toward the Second Bachelor's. In addition, students must meet the requirements of their "new" major department and they must take at least the final thirty credit hours at Towson State College. These thirty credits may not be met through Credit for Prior Experience Option. Credits obtained under this program may not be applied toward a graduate degree at Towson State College at a future time.

FEES:

Application Fee	$10.00
Registration Fee (per semester)	5.00
Undergraduate Tuition (per semester)	25.00
College Center Fee (not applicable to extension courses)	9.50

DD. THE COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program at Towson State College is designed to foster an interchange of students between Towson State and the other State Colleges of Maryland as well as other institutions of higher learning in the Baltimore Metropolitan area. The institutions included in the program are the State Colleges at Bowie, Coppin, Frostburg, Morgan, Salisbury, and University of Maryland Baltimore County; and the private colleges, Goucher and Loyola. The program is also designed to allow students to take courses not ordinarily available at Towson as well as study under eminent professors in residence at other institutions. Students are encouraged to develop their academic curriculum with the Cooperative Education Program as an important part of their plans.

There are no additional costs to the student to participate in the Cooperative Program.

Students desiring information concerning the Cooperative Education Program should consult with the Coordinator of the Cooperative Education Program. Cooperative Education Program applications, participating college bulletins and class schedules are available from the Coordinator.

1. Academic Requirements

Students participating in the program are expected to maintain the same degree of proficiency in their academic studies at the cooperative institution as at Towson State.

Courses taken at the cooperative institution are part of the student's academic record, and the grades will be computed into the student's grade point average at Towson.

Only students who are in good standing academically in an undergraduate or graduate degree program are eligible to participate in the Cooperative Education Program.

2. Programs with the State Colleges--Coppin and Morgan

The State Colleges in the Baltimore Metropolitan area are Coppin and Morgan. Students are especially encouraged to select courses from the curriculum of these two schools, since they are within easy commuting distance of Towson State.

Undergraduate (except freshmen) and graduate students are eligible to participate in the Cooperative Program. Undergraduate students may pursue courses of instruction equivalent to three semesters of full-time work (54 credit hours). Graduate students are limited to 12 credit hours. Students can take an entire semester's academic load or any part of it at either Coppin, Morgan or both while in attendance at Towson.

Specially arranged courses are also offered to permit greater freedom of choice, especially those courses either taught by eminent professors or not ordinarily available at Towson.

Undergraduate students may elect courses offered in the day school. Graduate students may elect courses offered in day or evening school.

3. Programs with the State Colleges -- Bowie, Frostburg, and Salisbury

Students are encouraged to make use of the academic curriculum available at Bowie, Frostburg, and Salisbury. Distance precludes simultaneous part-time attendance at Towson and one of the other colleges. However, students can spend three full semesters at any one of the three colleges. Undergraduate students can elect up to 54 credit hours, and graduate students can elect up to 12 credit hours.

4. Programs with the Private Colleges -- Loyola, Goucher, and The Johns Hopkins University

Towson has a Cooperative Education Program with Loyola, Goucher, and The Johns Hopkins University. Undergraduate students (except freshmen) are eligible to participate in this program. Students are permitted to

take only those courses which are not offered at Towson. Students interested in either Loyola, Goucher, or the Johns Hopkins University, should consult with the Coordinator of the Cooperative Education Program in the Registrar's Office.

EE. NATIONAL STUDENT EXCHANGE PROGRAM

The National Student Exchange program was established in 1967 to provide students with the opportunity to become acquainted with social and educational patterns found in different parts of the United States.

Public university students who wish to do so may incorporate into their undergraduate program a year of exchange study at another public university. Our students interested would register here, pay Towson's fees and then take courses at any of the participating schools with grades and credits transferring.

Students eligible for the program should have a 2.50 cumulative grade point average, and should be a sophomore or junior during the time of the exchange.

The schools currently participating in the National Student Exchange include Illinois State University, Montana State University, Morgan State College, Ohio University, Rutgers University, Towson State College, University of Alabama, University of Hawaii, University of Idaho, and University of Maine - Fort Kent.

Also taking part are University of Montana, University of Nevada-Reno, University of Oregon, University of Massachusetts, University of South Florida, University of Wisconsin - Green Bay, West Chester State College (Pa.) and William Paterson College of New Jersey.

Contact the National Student Exchange coordinator in the Office of the Registrar for more information, application forms, and procedures.

FF. FACULTY WORK LOAD

1. Teaching Load

The normal Faculty teaching load is 12 hours. Department Chairpersons or Faculty with special administrative duties may have a reduced teaching load.

2. Office Hours

Every member of the Faculty is expected to hold regular office hours which he or she will report on the schedule of classes which is sent to the Office of the Department Chairperson. Office hours should be announced to the students and posted on the door of the Faculty member's office.

3. Academic Advising

All members of the Faculty are expected to share in the advising of department majors who will be assigned to them by the chairperson of the department.

4. Student Registration

All members of the Faculty, except members in their first semester of teaching, assist in student registration for courses.

GG. DAILY ATTENDANCE POLICY

Unless special arrangements have been made according to established College and Departmental policy, instructors are expected to meet classes and students are expected to attend as scheduled.

Each faculty member should establish, announce and enforce his/her attendance policy. It is the responsibility of the student to find out and understand clearly the attendance policy of each instructor. A faculty member may automatically drop any student from a course who has missed one-third or more of the classes.

Students should file absence reports within forty-eight hours of their return to classes, at the Health Center for medical reasons, or with the instructors for other reasons. Students should telephone the Health Center for illness or their instructors for other reasons if absence exceeds three days so that instructors will know the reason for absence.

If a student knows in advance that he/she is to be absent from a class, he/she should notify the instructor to arrange for making up the work at the instructor's convenience, either before or after the absence.

HH. FINAL EXAMINATIONS

The College shall provide a period for the giving of final examations at the end of each semester. Faculty members are expected to meet with students during scheduled examination periods. If the faculty member chooses not to require a final examination the period is to be used for other forms of instruction or evaluation.

Final examinations may or may not be included as part of the course, at the option of the instructor. However, the department and the students have special interests in the instructor's decision which he should consider; therefore, the following qualifications are established:

1. Multiple section courses

Where a majority of the departmental faculty agree, in multiple section courses the department may establish a standardized final examination. However, the individual instructor retains the right to employ his/her own final examination in lieu of the standardized examination.

Where a majority of the departmental faculty agree, in multiple section courses the department may require that a final examination of some nature be given.

2. Students exemptions from final examinations

Faculty may give consideration to exempting specific students from final examinations by providing valid alternatives or by considering the student's prior achievement.

Faculty are urged to involve their classes in making decisions regarding special examination policies and options. Students should be urged to bring recommendations to faculty regarding examination options.

3. Rationale

The premise from which the committee operated is that under the present grading system faculty must employ some means of evaluating student performance.

The committee recommends keeping the final examination period because to eliminate it would work serious hardship on those instructors who wish to give final examinations and would create pressures to eliminate final examinations for reasons not specifically academic.

The committee believes that the instructor is in the best position to determine the need for final examinations within a given course of instruction. However, the department and the studens also have more than passing interest in the instructor's decision. Therefore, the policy is structured in such a way as to recognize the instructor's prerogative, protect the department's interests, and at the same time encourage experimentation and the recognition of individual student differences.

II. FINAL GRADES DUE

Final grades are due within 48 hours of the date of the final examination. The Registrar's Office provides class rosters for the final grades prior to the examination period.

66.
8-75

JJ. STATEMENT OF GRADING POLICY FOR TOWSON STATE COLLEGE

Grades for students are assigned by faculty members at the end of the semester according to the following classifications:

A - For work of superior quality
B - For work of good quality
C - For work of satisfactory quality
D - For work of less than satisfactory quality but allowable for credit, subject to the restrictions specified under Degree Requirements.
S - (Satisfactory) For passing work in non-credit courses, student teaching and those specifically designated courses requiring completion of subsequent hours before grade and credit are awarded.
NC - For work of such unsatisfactory quality that no credit is given, or for students who disappear from a course without filing a withdrawal with the Registrar. Under "Remarks" an appropriate statement should appear, such as "Student never in class."

Certain grades will be recorded automatically by the Registrar because of specific academic regulations:

W - For students who have dropped a course after the first two weeks and prior to three weeks after the mid-semester date.
PA - For students who receive a grade of A,B, or C in courses they have selected under the Pass/No Credit option. Faculty members may request that the Registrar provide names of students on Pass/No Credit option in courses they are teaching.

I - Incomplete Grade Information

1. In cases of non-health matters, faculty members will determine all grades for a student, including incompletes.

2. All authorizations for missing examinations for health reasons will be obtained from the Health Center.

3. The Office of the Dean of Students will investigate any absence at the request of the faculty member.

Incomplete notations are changed by use of a Change of Grade Form and submitted directly to the Registrar.

Incompletes must be removed within six months of the last day of the semester or "no credit" (NC) is awarded by the Registrar. At the discretion of the faculty member an earlier date for completion of the work and removal of the "incomplete" (I) may be established; however, the student should be advised.

Information about Changing Grades:

Grade changes made subsequent to the submission of grade sheets and for other than incomplete grades are placed on a form secured from the Office of the Academic Dean. Grade changes must indicate reason requiring the change. All such changes are forwarded to the Academic Dean for signature.

KK. ACADEMIC ADVISING FOR TRANSFER STUDENTS

1. Policy Regarding Transfer Credit for Towson Students

Towson students wishing to take courses at other institutions to be transferred for application toward a degree at Towson may do so only after receiving the approval of the Academic Standards Committee. Obtain forms in the Registrar's Office.

A student who has Junior standing is not permitted to take courses at any junior college and transfer those credits to Towson to be applied toward a degree.

2. Policy Regarding Credit for Towson Students Under the Cooperative Program

A student may take a course under the Cooperative Program (reference Towson State College Cooperative Brochure). Courses taken under this program are not considered transfer credits and are shown on the permanent record of the student just as courses taken at Towson State College. Registering for these courses is a student responsibility. In advising a student the same consideration will be given to those courses as those taken at Towson State College. Number of hours taken are included and subject to load limitations, pre-requisites should be possessed and if the course is to be applied for the major, departmental approval would be suggested. However, in the case of the Cooperative Program, approval by the Academic Standards Committee is not required.

3. Policy Regarding Transfer of Credit From a Two-Year Institution

It is the policy of Towson State College that once a student attains junior standing, that is, 64 semester hours of credit, he is not permitted to take work at a two-year institution for credit to be transferred to Towson State College. In determining 64 semester hours of credit all acceptable work is counted whether it was taken at Towson State College, at another four-year accredited institution, or at a two year institution. The sequence of attendance at two-year or four-year institutions does not matter: the junior classification is made at the time the sixty-fourth hour is completed. This policy applies to students being evaluated for transfer to Towson State College and for students attending Towson State College.

LL. MINIMUM CREDITS IN UPPER DIVISION COURSES FOR GRADUATION

A minimum of 32 credits (1/4 of the credits required for graduation) must be from upper division courses. This is to become effective school) year 1972-73.

MM. ATTENDANCE AT ACADEMIC FUNCTIONS

Faculty members are expected as an expression of their interest in the work of the College to attend the few formal academic functions such as convocations and graduation. Formal academic robes are to be worn.

NN. LIBRARY

1. Library Purchases

Each academic department is allocated a certain portion of the library budget. This may be spent for materials needed for classroom instruction, research and building for future programs. The library has special funds which are used to fill large gaps in the existing collection, and to fill unusual out-of-print orders. In addition, other library funds cover reference, serial, and periodical orders; these are not divided by academic departments.

All individual faculty book orders should come to the library on the 3-part forms which are supplied to each department by the library. The faculty member or student assistant fills out the form and gives it to one of the secretaries. After checking to make sure that the book has not already been ordered by the department, the department chairperson's signature is obtained and the original is forwarded to the library. It is the library's official policy to inform the faculty member when the book is catalogued and available.

Orders which are marked "rush" will receive special attention, but the library asks that these be kept to a reasonable minimum. The library will also try to obtain out-of-print items, but this is necessarily a slow and often disappointing process. At faculty request the library will purchase back copies of journals if they are available on microfilm. If the faculty member specifies that the printed form is needed, the library will try to make the desired purchase if at all possible.

Guidelines for placing book and periodical orders are available from the Head of Technical Services. Ext. 549.

2. Reference Service

Reference service offered covers the broad range from introductory bibliographical instruction to students in classes to supporting the research of the Faculty. The reference staff, located at the information desk on the main floor, is available for help every hour the library is open. Arrangements for class tours to the library can be made by contacting the Head of Public Service. Ext. 541.

3. Borrowing

Faculty members should use their College identification card to borrow books. If a messenger (student, secretary, or family member) is sent to borrow material for a faculty member, the messenger should bring a signed note from the instructor indicating what is to be borrowed Books are due according to the date on the Book Cards. Special arrangements can be made for an extended loan. Faculty alone can borrow periodicals, although they are not to keep items longer than overnight.

4. Inter-Library Loan Service

Towson faculty are usually afforded generous borrowing privileges at Johns Hopkins University and Goucher College. A Towson library card will enable a student or professor to borrow books at Bowie State College, Coppin State College, Morgan State College, Frostburg State College, Salisbury State College, St. Mary's College of Maryland, University of Baltimore, and the University of Maryland at Baltimore County. The Inter-library loan Service is also available for faculty and graduate students. The applications for loans must be completed in full on forms which are available at the Information Desk, located on the main floor of the library. The procedures of borrowing books for interlibrary loan are strictly

governed by the Interlibrary Loan Code adopted by the American Library Association. Hence the service here is very similar to that at other institutions. The restrictions placed on borrowed items by the owner of the item must be observed. The library does have the printed book catalogs of Essex Community College, the Baltimore County Public Library and the Enoch Pratt Free Library. If the needed book is located in one of these libraries, ask the Librarian to obtain it through the INBC system.

5. Faculty Reserve

An item on "reserve" is a book, part of a book or journal article from the general collection which a faculty member has required the class, or a large number of people in the class read. The purpose of the reserve collection is, therefore, to make available to all students in a class a limited number of titles in which they must read specific assignments within a limited period of time.

Forms for requesting materials to be put on Reserve are available in the department office and at the Circulation and Faculty Reserve desks in the library. Please fill out the form completely and leave it with the assistant at the Reserve desk. Reserve lists submitted at the beginning of the semester should be in at least TWO WEEKS before the books are assigned. Lists will be handled in the order in which they are received.

When filling out reserve lists it is important that the author and title should be accurately given, and that a particular edition, if one is desired, be noted. If the item is an article in a magazine, both the title and author of the article, the name of the periodical, together with its volume and date, are necessary. Photocopies of short journal articles in current or bound form can be made for Reserve to prevent mutilation of the original.

6. Faculty Studies

The library has a small number of enclosed faculty studies which are assigned to faculty members. Requests for studies should be submitted to the Chairperson of faculty member's department.

7. Library Hours

When classes are in session the Albert S. Cook Library hours are:

Monday - Thursday: 8:00 a.m. to 10:00 p.m.
Faculty Reserve open to 12 midnight
Friday: 8:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. to 9:00 p.m. - Faculty Reserve open until 12 midnight
Hours during vacation periods will be posted.

OO. CURRICULUM COMMITTEE POLICIES

1. Functions of the Committee

   a. Approve all courses, programs, and credit earning experiences and changes therein.

   b. Maintain the official college file of approved courses, programs, and credit earning experiences.

   c. Coordinate all curricular activities.

   d. Coordinate the efforts of departments involved in developing interdisciplinary programs.

   e. Study the overall curriculum of the College and identify the areas where strengthening is needed. Commission, if need be, studies to determine the feasibility of changing the curriculum in various ways.

   f. Establish policies for carrying out the functions of the various committees.

2. General College Requirements

The purpose of the general college requirements is to ensure that students gain a broad understanding or exposure to many fields of knowledge. If a course in the Towson curriculum is not suited to this goal, the academic department will indicate in the course description that the course may not be used to satisfy a general college requirement.

The general college requirements are independent of requirements for a major, which are specified by the academic department concerned. Most general college requirements courses will be three credit hours, though the range may be from one to four.

In order to receive credit for completing the general college requirements, students must complete courses in liberal arts areas as indicated on page 46 of this handbook.

3. Policy Concerning Transfer of Credits

   a. Credits Accepted

      All credits will transfer to Towson State College from public colleges which are functioning with the approval of the Maryland State Department of Education provided the student has attained an overall "C" (2.0) average. If the student has completed 56 hours of credit, he/she will transfer with Junior standing. Native students at Towson State College will also be considered juniors when they complete 56 hours of credit. Credits from all regionally accredited colleges and universities will be treated in the same manner as approved public colleges.

Towson State shall accept a maximum of 64 credit hours from community colleges. No courses taken at two-year colleges may be used to fultill Towson's minimum requirement of 32 credits of upper-division work for graduation.

b. Credits From Terminal Programs

Credits from terminal (career) programs shall be evaluated on a course by course basis, ordinarily by the department whose disciplines is closest to the course. Credit may be awarded either towards the department's major program or credit may be awarded as a free elective. For courses not closely related to disciplines or in cases of disputes, the curriculum committee shall evaluate the course,

c. Graduation Requirements for Transfer Students

Transfer students shall have the option of satisfying Towson's graduation requirements which were in effect at the time of the student's initial college enrollment. To qualify for this option, the student must complete Towson's degree requirements within 7 years from the date of initial college enrollment. Transfer students may elect to meet the graduation requirements in effect at the time of enrollment at Towson State.

d. General College Requirements

Transfer students completing 56 credit hours will be given credit for meeting Towson's general college requirements providing:

The student transfers from a sending institution which requires a minimum of 39 credit hours or 15 courses in the Arts and Sciences and the student has completed this number of hours or courses.

Courses are taken in a minimum of 10 disciplines from among the following:

Art	Drama	English
Music	Philosophy/Religion	Speech
Modern Languages	Biological Science	Mathematics
Physical Science	Psychology	Economics
Geography	History	Political Science
Sociology	Physical Education	Health

With reference to Towson's general college groups in the Bulletin: courses must be taken in two disciplines each in groups I, II, and III; one course must be taken in group IV.

Students who fail to comply with these guidelines for transfer students shall be required to comply with the general college requirements for native students.

4. Optional General College Requirements Plans

a. Procedure: Students, or faculty desiring to pursue a different general education path would do the following:

1. Develop a general education plan indicating the areas to be studied and the reasons for the plan;

2. If the plan is developed by a student, the student must obtain sponsorship from a faculty member who approves of the plan and who is willing to help direct the student in his/her efforts;

3. The plan must be presented to the Curriculum Committee; the Curriculum Committee would evaluate and, if approval is granted, the Registrar's Office would be notified to insure proper record keeping.

b. Requirements:

1. Optional general education plans

(a) may involve no fewer hours of study than is required by existing general education requirements at any time.
(b) must be presented or joined before the student has completed 20 credits of his general college requirements.
(c) must be opted for by students; faculty cannot impose such plans on students.

2. The Curriculum Committee will insist that optional general college plans achieve some balance between the humanities, fine arts, sciences, and social sciences.

3. Departments must not use optional plans to design special tracks for their majors.

5. Approval Of New Courses And Course Changes

Regular courses must be submitted to the Subcommittee on Course Approvals of the Curriculum Committee for approval prior to being offered in the schedule booklet. Students may not receive credit for courses which have not been properly approved. Curriculum Committee Form A should be completed in accordance with the directions printed on the reverse side of the form. For courses to be offered in the Mini-mester, Form A-1 must also be completed. Current forms (revised Jan. 73) are available from the academic departments or the chairperson of the Curriculum Committee. Appendix T contains forms for submitting request to the Curriculum Committee.

a. Request For The Approval of New Courses
Submit five copies of Form A (see Appendix T). In addition, submit one copy of the written materials which are reviewed by the department before granting departmental approval. As a minimum, the Curriculum Committee needs:

(1). A course outline or syllabus.
(2). An explanation of how the proposed number of credit hours were determined.
(See the Policy Statement on Credit Hours, January 1973)
(3). A statement of evidence to support the Department's and College's need for the course.
(4). A list of the faculty members who will be teaching this course. (Include college extensions so they can be contacted directly to answer any questions.)
(5). A statement with respect to possible overlap of the course with existing courses. The following are a guideline:
(a). Does the course overlap any courses currently in the Department: If so, approximately how much overlap with each such course?
(b). What other Departments have been consulted to see if the course overlaps other Departmental offerings?
(6). A list of all books and periodicals to be used by students for reference and supplemental reading which are at present unavailable in the library and must be ordered before the course may begin.

The following should be considered by the department but need not be submitted to the Curriculum Committee:
(1). The academic objectives of the course.
(2). The types of assignments, both inside and outside class.
(3). The responsibilities of the students.
(4). The means of evaluation and grading.

b. Requests For Changes To Existing Courses
(1). Complete Form B. See Appendix T.
(2). Provide justification for the change:
(a). Change in title, catalogue description, prerequisites, or course level should be justified so that the Committee can understand the reason for the change.

(b). For justification of changes in credit or contact hours, refer to Curriculum Committee Policy Statement 1973 #1 on credit hours.

6. Approval of New Undergraduate Programs

In the early stages of formulation of new undergraduate programs, the academic department should notify the Curriculum Committee of its intent. The letter of intent will be forwarded to the Dean of the College who may, at his discretion, file a letter of intent with the Board of Trustees. The proposed program will be evaluated when presented in final form to the Curriculum Committee. If approved, it will be presented to the Academic Council. If approved by the Council, it will be presented to the Board of Trustees by the Dean of the College.

7. General Studies Area Courses

The Office of the Dean of the College has been designated to administer the General Studies Area. Requests for general studies courses are to be channeled through the Dean's Office and then on to the Curriculum Committee for course approval and for determination of general college requirement status. The Dean's Office will work with the faculty person designing the general studies course to insure quality control and to assist in exploring where it might fit into the general college requirement scheme.

8. General Studies Major In Education

The Major in General Studies in Education may be described in terms of the students' recognized needs and the requirements of the positions for which they hope to prepare.

a. The student must satisfy General College Requirements.

b. The student must achieve a 2.0 + C.P.A. and must declare the major by submitting a plan of study no later than the first semester of the junior year. This plan of study must be approved by the student's Educational advisor and the appropriate Associate Dean.

c. The student must complete, in addition, a program designed to develop an individualized pursuit of questions centered about Man and Meaning: a pursuit involving 40 or more additional hours in liberal Arts and Sciences courses from Art, Biology, Chemistry, English, Geography, Health, History, Modern Languages, Mathematics, Music Philosophy, Physics, Psychology, Sociology, or Theatre. These hours must include work from a minimum of four different departments and be approximately balanced between the arts and sciences (physical or social).

d. The student's program must also include a professional component of approved professional courses planned to prepare him/her for a speciality. This component must be designed with appropriate competencies in an area of expertise chosen by the student. This part of his program must consist of at least 80% upper-division courses and center around a "core" specialty which leads to professional certification or expertise in an Education-related occupation.

9. Definition Of Credit Hours

A credit hour is a purely arbitrary unit of measurement. However, it is usually defined, and the assignment of a certain number of credit hours to a course is justified, by some appropriate combination of the following criteria:

a. Time spent in class (within rather flexible limits, credit hours are usually related to the number of clock hours spent, during the semester, in class situations)

b. Quality of time spent in class (the nature of the activity in class often affects the relationship between credit hours and clock hours; for example, laboratory, studio, and practice types of activity frequently carry fewer credits in relation to clock hours than do lecture and discussion activities; assessing the quality of time spent in class involves some attempt to measure the "amount of learning" in relation to clock time)

c. Time spent outside class (the amount of time the student should spent preparing for the in-class experience; on this ground, courses which require a great deal of reading, writing, etc. outside of class carry higher credit in relation to in-class time than do courses which require very little preparation; consideration should also be given to the quality of the time which is spent outside of class)

d. Type of material covered (the nature of the material covered, the proportion of "theoretical" to "skill-building" activities, and the relationship of the material of the course to the overall subject-matter of the department and to the overall college objectives will incluence assignment of credit hours; thus, for instance, remedial courses, regardless of intensity, carry no credit because the material covered is pre-collegiate rather than collegiate in nature; on the other hand, assignment of credits for laboratory experiences may vary according to the type of lab experience)

e. Amount of material covered (especially in "survey" type courses, credit hours assigned are intimately related to the breadth and quantity of material assigned and discussed; this is, of course, also a factor which influences the time factors listed above)

f. Depth of treatment of material (especially in advanced courses, much less material may be assigned and discussed, but both students and instructor will be expected to handle the material in more detail and with finer perc eption and more sophisticated analytic techniques; in such courses, the quality of both class time and preparation time will be different than in "survey" courses, since less time will be devoted simply to reading the assigned material and more to corollary reading, intense analysis, etc.)

10. Non-Used Courses

Any course which has not been offered in the schedule during a consecutive two-year period beginning as of September 1, 1972 will automatically be withdrawn from the curriculum by the Registrar.

Any course which has not been conducted but was scheduled and then cancelled because of a lack of student demand during a consecutive four-year period beginning as of September 1, 1972 will automatically be withdrawn from the curriculum by the Registrar.

Exempt from this policy are the following types of courses:

a. research courses
b. reading courses
c. independent study courses
d. special topics courses
e. travel-study courses
f. courses which have been specifically exempted by an academic department submitting them to the curriculum committee as exceptions to this policy. Such exceptions must be renewed every two years to be active.

11. Termination of Experimental Courses

Effective January 1973, the experimental course designation is abolished. Those courses which are presently experimental will be allowed to continue for the duration of their original two year period.

12. Standardizing Titles For Courses

After polling individual departments and reviewing the replies, the Curriculum Committee has compiled descriptions of different course formats. It is recommended that departments use this list of formats as a guideline in applying the terms"lecture", "laboratory", etc. in submission of new courses for approval by the Curriculum Committee.

LECTURE: A group meeting of students presided over by an instructor who directs the activity of the meeting. The activities may include traditional lecture presentation of subject matter by the instructor, questions and answers, group discussion, written or oral quizzes, examinations, or presentation by students.

LABORATORY: An investigation of a specific problem(s) under close supervision of a faculty member. All members of the class are generally working on the same types of problems. It would be implied that special supplies and equipment would be required and usually a unique physical location, with provisions for the activity, would be needed.

WORKSHOP: An intensive study for shorter periods of tiem by persons (usually past baccalaureate) who already have some knowledge of the subject. The students cooperate in refining their skills and in practical application of theory.

PRACTICUM: An apprenticeship, or individual practice in applying theory in a real or simulated work environment.

SEMINAR: A small class primarily for upper division and/or graduate students, which requires them to contribute to the proceedings. The instructor plays a minor role, primarily as a guide, resource person and synthesizer.

STUDIO: A group meeting primarily concerned with the actual production of works.

INDEPENDENT STUDY: A program of study arranged between a faculty member and a student, whose exact nature will vary according to the individual involved. It is presumed that there are no group meetings.

DIRECTED READINGS: Similar to "Independent Study", but with emphasis on a more formal reading list proposed by the faculty member and agreed to by the student who will work independently with only occasional (or perhaps regular) meetings with the faculty member.

13. Departmental Minors

Some departments offer a minor in order to provide a secondary specialization in their field and to give students more flexibility.

The minor is defined by the Curriculum Committee as a concentration of courses requiring not fewer than eighteen and not more than 24 hours. Of the total number of hours required for the minor, a minimum of 12 hours should be on the 300-400 level. No more than six hours may be required in courses outside the department offering the minor. Prerequisites for the minor should be clearly designated.

Departments requesting the institution of a minor should submit the following information to the Curriculum Committee:

a. Details of the minor requirements (number of hours, specific courses or blocks of courses, etc.)

b. Justification

c. Assessment of ability of the Department to handle the minor in terms both of faculty load and of existing courses. If introduction of the minor would require creation of new courses or hiring of additional faculty, details should be explained.

d. If completion of the minor requires courses taught in departments other than the department administering the minor, an explanation of coordination between departments should also be included.

14. Special Topics Courses

a. The purpose of a special topics course is to allow a department to grant academic credit for the classroom study of selected important issues in the discipline without establishing a permanent course in the topic.

b. Each time the course is offered, it will be titled Special Topics in _____: (or another appropriate title) followed by a subtitle identifying the topic to be covered.

c. Special topics courses may not be accepted for general college requirements. Any department can set a limit on the number of special topics hours a student can offer toward the major.

d. Departments may establish procedural safeguards and standards for enrollment in Special Topics courses (e.g., prerequisites, required cumulative average in the discipline, etc.)

e. Responsibility for scrutinizing the professional and academic nature of special topics offerings (that is, particular topics being offered) shall rest with the individual departments.

f. If a department wishes to offer the same topic for the third time in four years, it must submit the topic to the Curriculum Committee as a NEW COURSE PROPOSAL: Special Topics slots should not be monopolized by the repetition of particular topics.

g. Departmental requests to institute Special Topics courses must be accompanied by the following information (in addition to the usual form, but in lieu of a spceific syllabus):

(1). A statement about the kinds of topics which might fall under the Special Topics heading (including a few examples).

(2). A statement as to the relation of such topics to courses already included in the department's curriculum.

(3). A statement as to the procedural safeguards and standards for enrollment (see item #4 above).

(4). A statement as to the proposed method of scrutinizing individual topics to be offered (e.g., procedures of the departmental curriculum committee, etc.)

15. Change In A Major Program

a. Proposals for changes in a major program should be submitted to the Curriculum Committee, not to the subcommittee on Course Approval. Changes in a course which also result in changes in a major program (e.g., increasing the pre-requisites of a course which is required in the major) should be submitted through the Subcommittee on Course Approval with a notation that the change will alter the major and should be considered by the Curriculum Committee (see also below).

b. Changes which must be approved by the Curriculum Committee include all changes which materially alter the major program. These changes include, but are not confined to the following:

(1). Change in the number of credit hours required, either in the department offering the major or in required courses outside the department.

(2). change in the level (upper division or lower-division) at which certain numbers of credit hours are required.

(3). changes in the nature of specifically required courses (e.g., requiring a course in statistical analysis when previously the requirement was a course in philosophical background of the discipline).

(4). changes in the number of specifically required courses (even if the total number of credits required remains the same).

(5). change in the prerequisites of specifically required courses.

(6). division of the major into tracks (concentrations, specializations, etc.)

(7). changing the number of tracks (concentrations, specializations, etc.)

c. All requests for changes in the major should include the following:

(1). explanation of the change(s) to be made (comparision of the old and new requirement.

(2). justification for the change.

(3). if the change involves a course not taught in the department administering the major, a statement of cooperation from the department offering the course.

(4). current catalogue description and proposed catalogue description.

d. NOTE: The following changes DO NOT require Curriculum Committee approval:

(1). change in preference among courses offering General Education credit (e.g., Health Dept. changing preference for its major to have Math 111 or Math 115)

(2). change within major department which substitutes equivalent courses without change of credit hours or nature of course.

16. The Mini-Mester

The Mini-mester was initiated as an experiment to allow faculty and students to participate on a voluntary basis in unique and educationally valuable experiences. Normally these experiences are not available during the normal semesters. Survey courses which cover the totality of a discipline are not appropriate to the concentrated nature of the mini-mester and will not usually be approved. Narrower topical courses, travel-study courses, and practicums are deemed more appropriate.

The Mini-mester load for faculty and students ranges from zero (for those who decline to participate) to 3 credits. Students may register for a single course only. This restriction is intended to preserve the Mini-mester's unique feature of allowing concentration on a single educational theme without competition from other courses.

No course may be offered in the Mini-mester that has not been approved as being appropriate to the Mini-mester. Curriculum Committee form A-1 requests this approval and is submitted directly to the Subcommittee on Course Evaluation.

PP. NEW PROGRAM PROCEDURE

The Maryland Council for Higher Education and the Board of Trustees of the State Colleges of Maryland have entered into a joint agreement with respect to the review and approval of new degree programs. The following is a summary of the procedure to be followed whenever a State college begins considering the establishment of a new program.

The President or the Academic Dean of any State college is to notify the Board of Trustees whenever the development of a new degree program is officially being considered. The appropriate Board staff member will submit a "notice of intent" to the appropriate staff member of MCHE. The notice of intent in no way reflects either approval or disapproval of the proposed program. It merely informs all parties concerned and allows to input from MCHE through the State College Board to those colleges which are considering the development of new programs.

Formal action on any proposed new program shall be in accordance with the Program Review Procedure document established by MCHE and approved by the Board of Trustees. Proposals submitted by the State Colleges between the months of June and December shall be submitted to the MCHE Program Review Committee by the following February for review at its March meeting. The same procedure shall be followed for proposals submitted between December and June, except that the Board's Program and Advanced Planning Committee shall submit proposals to the MCHE Program Review Committee no later than the following August for review as its September meeting.

MCHE shall review the recommendations of its Program Review Committee at its April or May meeting for program proposals submitted between June and December; and at its October or November meeting for proposals submitted between December and June.

The Program Review Committee of MCHE shall not act on a proposal for a new program until it has been favorably reviewed by the Program and Advance Planning Committee of the Board. Apparently, MCHE could not approve a new program that did not first gain Board approval, although the Board would notify MCHE that a proposed program had either been rejected or returned for further study. Where there is differing opinions as to the merits of a proposed program, an attempt at reconcilation shall be made by the respective committees or their designees. If after sixty (60) days no reconciliation has occurred, MCHE will act on the proposal and inform the Board accordingly, where upon the Board shall take any action it deems appropriate.

Section 30 (a) - (3) of Article 77A of the Annotated Codes of Maryland requires MCHE's recommendation before initiating any new degree programs. However, the Board of Trustees may act on a proposed new program in an informal manner so long as the minutes of the session reflect this procedure and the Board's right to reverse itself after reviewing MCHE's recommendations is retained.

New program request must be accompanied by a statement of the potential impact on the desegregation efforts in higher education in the State of Maryland the program will make.

PART V. COLLEGE SERVICES

A. MEDICAL AND HEALTH SERVICES

The Anita S. Dowell Health Center offers emergency service daily twenty-four hours per day, while classes are in session. Any change in hours, during college holidays, will be announced. Faculty members are urged to consult with the college physician or nurse on duty, in case of an emergency, or if there is uncertainty as to need for treatment. The college physicains are not expected to serve as a personal physician. Physician office hours are 8:00 a.m. to 5:00 p.m. daily.

Physical Examinations

Each new faculty member should have his/her personal physician send an up-to-date statement concerning his/her state of health to the college physician within six weeks of the start of the school term. Also, the new faculty member should submit a chest X-ray report or a negative TB test report dated within the past six months, or obtain the chest X-ray, required by Maryland State Law, within the first month of the start of the school year.

Emergency Physician Service (General)

If you cannot locate your personal physician, it is suggested that you go to the nearest hospital emergency room, and after diagnosis, have the hospital contact your personal physician for further advice.

Emergency Physician Service for College-related Medical Problems

The procedure set up by the College to summon a doctor in an emergency is as follows:

1. Contact the nurse in Health Center (823-7500), extensions 241, 242, or 828-9290.

2. If you cannot get in touch with the nurse, call the College Physician:

Patrick C. Phelan, Jr., M.D.	or Charles F. O'Donnell, M.D.
2 Burnbrae Road	7501 York Road
Towson, Maryland 21204	Towson, Maryland 21204
823-4100	823-3161

B. CENTER FOR THE DEVELOPMENT OF HUMAN RESOURCES

The role of the Center for the Development of Human Resources is to maximize the opportunity for Towson students to make the fullest use of their educational experience. In fulfilling this role, the Center offers students an atmosphere of freedom, trust, and confidentiality in which to explore alternatives to personal, social, or vocational problems. Of equal concern to the Center is its development of programs designed to create an environment which minimizes roadblocks to student growth. The Center recognizes that the college community is highly diverse, and that it must be responsive to the needs of minority students to make the educational experience most meaningful to all.

Individual counseling is offered by appointments and sessions generally last 50 minutes. In addition, every effort is made to meet problems of an emergency nature without a previous appointment.

Staff members at the Center are able to provide training for the acquisition of effective living and helping skills. Training programs are offered to enable members of the college community to further develop their abilities to be helpful to others. Upon the successful completion of training, many students are eligible to work as helpers in various programs established on campus.

Experiences in groups are held throughout the year for those who wish to refine their skills in human relations. Areas of emphasis include Awareness, Life Planning, Career Development, Creativity, Self Understanding and College Concerns.

Staff members at the Center are available for consultation with faculty, students, and administrative groups. Assistance is provided in the development, implementation, and assessment of programs related to enhancing the learning environment and humanizing the educational process. Every effort is made to establish programs which impact the college community in ways which maximize the chance for personal and institutional growth and minimize the occurrence of failure.

The Center for the Development of Human Resources has established a satellite center in the Study Skills Support Services Center located in the College Center. In establishing a satellite center, the Center for the Development of Human Resources extends all services available in the Center itself with a special focus on academic advising programs; i.e., course selection in planning semester schedules for non-majors, aid in improving contact between their assigned advisors and students who have chosen majors, and interpretation and clarification of all academic regulations that apply to a student's academic situation.

All students are encouraged to use the services and a special invitation is extended to minority students whose needs may not have been met traditionally in a counseling setting.

The Center for the Development of Human Resources is located in Glen Esk. Appointments may be made in person or by calling 823-7500, extensions 287, 288 or 289.

C. PSYCHIATRIC SERVICES

The Health Service includes the Psychiatric Services, where psychiatric consultations are available. Psychiatrists from the Sheppard and Enoch Pratt Hospital are available for individual appointments at the Health Center on a daily basis throughout the year. All such consultations are completely confidential, are free of charge, and may be arranged at the Health Center by phone or in person. Although most contacts are self-referred, referral of individuals by others is also acceptable. Initial consultation and evaluation and brief therapy are provided, and referral for other services is made an indicated. The Psychiatric Services may be reached at the Health Center, extension 243.

D. STUDY SKILLS SUPPORT SERVICES CENTER

1. Philosophy

The Study Skills Support Services Center primarily assists minority students who have the potential to do college work but who are in need of academic support services to facilitate their academic growth and development at Towson State College. In line with the previously stated philosophical aim, the Study Skills Support Services Center directs its summer program toward academic diagnostics and individual study program planning for incoming minority students. During the regular academic year, the Center offers academic assistance to all potentially successful college students.

2. Goals, Objectives

a. To select 60 incoming students (per year) for the program; to define and to rectify areas of academic weakness for these students.

b. To (during the regular academic year) design and make functional individual and group oriented programs for the remediation of problematic areas for all students, although emphasis is placed upon the development of adequate skills in English and Reading. Students are offered tutorials in all academic areas.

c. To provide academic counseling in the selection of course work.

E. SPEECH AND HEARING CLINIC

The Speech and Hearing Clinic provides a clinical service program during both semesters of the academic year plus during the First Summer Session. The objectives of this program are:

1. To provide clinical services to the Academic community and the greater Baltimore Area.

2. To provide clinical practice to graduate and undergraduate majors in Speech Pathology and Audiology.

The service program consists of:

1. Speech/Language

   a. Evaluations
   b. Therapy
   c. Referral to proper agencies

2. Hearing

   a. Evaluations of hearing and hearing aids.

b. Therapy
c. Referral to proper agencies and medical sources when indicated.

3. Speech and hearing screening for education majors conducted Fall and Spring semesters.

This service is available without charge to all Towson State College students and faculty and their immediate families. Persons from other State Colleges can also take advantage of this service at no cost. Persons not related to the college community are charged a nominal fee.

F. TOWSON READING CENTER

General Objective

The fundamental purpose of the Towson Reading Center is two-fold:

1. to prepare teachers and reading clinicians to work with students who have reading problems.

2. to provide diagnostic and remediation services for students of all ages - elementary through college age

Referral Procedures - Off Campus

Referral to the reading center can be made by the parent "school" or any other related agency. Those interested should contact Dr. Joseph P. Gutkoska, Director of Reading, Towson State College.

Referral Procedures - Off Campus

Referrals to the reading center can be made by professors, counselors, or any other interested parties. College students too, may come to the reading center to enroll in a program.

Programs - Grade 1-12

A student might be referred for
1. a complete diagnostic reading evaluation or

2. for a complete diagnostic reading evaluation plus a program of remediation

Program - College

After a college student is referred, he/she is administered a complete diagnostic battery of tests. The results of the evaluation are discussed with the student, then a program of studies is recommended. The program is individualized - the goal is to help the student to help himself/herself. Programs are furnished in all reading areas:

1. Basic Skill Development
2. Vocabulary Development
3. Comprehension Skills
4. Speed and Fluency
5. Study Skills

Location

The Reading Center and the office of the Director of Reading are located in the Lida Lee Tall Learning Resource Center.

G. COLLEGE MEDIA SERVICES

College Media Services is a non-departmental academic service division which functions as an adjunct to the college library. Through this service division,

an assortment of instructional programs, equipment, and services are made available to the faculty, students and staff for the support and enrichment of instruction. All CMS services are provided to the academic departments for instructional purposes free of charge on a first-come first-served basis.

Normal operating hours for the CMS division are from 8:30 a.m. to 5:30 p.m. Monday through Friday, with the exception of the equipment circulation service. The hours for this subdivision are 8:00 a.m. to 10:30 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. Fridays.

The following is a capsulized description of the services provided by each subdivision in College Media Services:

1. EQUIPMENT CIRCULATION

Classroom instructional equipment may be retrieved by faculty, students, and staff possessing a valid state and/or college identification card. Delivery service is available but is limited to extremely bulky items such as 16mm projectors and requires a minimum of twenty-four (24) hours notice. The borrower may specify the length of the loan period pending practicality as dictated by supply and demand. Extended loans for an entire semester are available for exceptional circumstances.

Below is a listing of the equipment available on a daily circulation basis:

Camera-Instamatic
Caramate-rear screen Slide Projector
Carousel Slide Projector
Carrivoice Portable PA
* Cart-Projection
Cassette Recorder
Cassette Programmer
Combination Fs/Sl Projector
Dissolve Unit
Extension Cord
Filmstrip Projector
Loop (8mm) Projector
Loop (Super 8mm) Projector
Mixer-Audio
* Monitor
Monaural Tape Recorder
Motion Picture Projector (Reg 8mm)
Motion Picture Projector (Super 8mm)
* Motion Picture Projector (16mm)
* Opaque Projector
* Overhead Projector
Phonograph
Polaroid Camera
* Screens
Tripods-Photographic
* Video Recorder (R to R)
* Video Recorder (Cassette)
* Vidicon Cameras

As stated on the circulation form, individuals are responsible for the safety and well being of all borrowed equipment and materials.

* Indicates delivery service available for these items with twenty-four (24) hours advance notice.

All equipment is supplied with accessories and must be returned with same. Television equipment, because of its exorbitant expense, requires special instruction and clearance prior to loan; borrowers should inquire at the main circulation desk.

2. Film Services

The film Services subdivision loand films to and rents films for individual departments through funds made available to College Media Services. This service is operated as a convenience to the College community by allowing an individual to retrieve films from several sources through a central location. Films may be picked up at the main circulation desk or will be delivered with equipment, provided adequate notice is given.

If available, campus housed films may be borrowed during normal working hours without advance notice being given. However, off-campus films may require a minimum of four (4) weeks advance notice and, in some cases, several months notice is recommended for retrieval. Rental procedures can be expedited if an instructor provides up-to-date, accurate information regarding rental cost (s), and shipping charges to the attendant.

The developing the processing of exposed film stock is also handled through this subdivision. Items such as slides and instamatic cartridge film are accepted at the main circulation desk and should be clearly labeled with the appropriate name and department. Allow at least three to four working days for the return of processed film.

3. Graphics Production

It is possible for an instructor to have made at his or her request, custom drawn illustrations, tables, graphs, and charts for the direct support and supplementation of approved college curriculum. These visuals may take the form of slides, overhead transparencies, or full size visual displays. "Paste-ups" and camera ready materials for brochures and periodicals are likewise prepared for classes and departmental publications and may be secured by making an appointment for consultation with the graphic artist.

The graphics studio also contains a variety of laminating, dry-mounting and lettering equipment, which may be student aide or instructor operated after appropriate training and/or clearance.

4. Electronic Repairs

All academic departments may have audio or visual instructional support equipment repaired through CMS on a first-come, first-served basis. The repairs are performed without charge to the departments and are contingent upon parts supply, availability of technical information, and labor supply. Equipment of non standard nature will require exceptional amounts of time for repairs and in some instances will be unrepairable.

5. Audio Production Services

Audio tapes may be originated, assembled, and/or duplicated through College Media Services. Custom recording, mixing, and equalizing are provided upon request conditional to several weeks notification being given. For such sessions, CMS will provide tape stock on a limited basis if the copies are for departmental or library use.

6. Television Services

Television programs may be originated and taped in the television studio at CMS or via remote portable studio. The studio programs may be produced in color and on video cassette (3.4 inch) or on open reel (1 inch) stock. Remote productions can be produced only in monochrome (black and white) but on any format (i.e. tape size).

When considering the production of a video taped program, one should be cognizant of the extreme amount of time and planning required to carry out a first class professional production. Production costs for departmental programs will be defrayed by CMS, but outside organizations, non corricula agencies, and private individual requests (i.e. dissertations) are expected to pay all studio and production costs. All video productions must receive written approval from the director of College Media Services prior to implementation and should be submitted several months in advance of need.

Consultant services are also available by appointment for training in utilization, procurement, and system design. These services may be arranged for individuals or small groups.

7. Photographic Services

An instructor may, by request, have original photographs, duplicate photographs, duplicate slides, and copy work produced for instructional purposes for courses taught through TSC. Custom or specialized (i.e. color or archival processing) work may also be requested of this subdivision.

Special events of curricular importance and relevance may be documented and photographically recorded by the CMS Photographic subdivision when adequate (e.g. two to three weeks) advance notice is given. This service and the required materials are provided without charge to the respective department. However, the cost of processing the film will be deleted from the CMS object .08 allocation of the department. Request for photographs to be used for publication and news releases, however, should be directed to the office of News and Publication.

As with all other CMS services, one should allow adequate lead time for completion of projects. One to two weeks should be adequate allowance for simple photographic jobs. More complex jobs will require additional time and arrangements should be made with the staff photographer by appointment.

8. Cine Productions

College Media Services has the capacity to produce sixteen millimeter (16mm) motion sound color films. Such productions are exceptionally time consuming, expensive, and require detailed advance planning. For complete information, contact the supervisor of cinematography. A script outline is mandatory before service consultation can begin and a complete audio script is preferred.

9. Information Retrieval

A system for retrieving auditory and visual information (once misnomered as Dial Access) is available for faculty and student use. The user terminals are located on the second floor of the Cook Library. A user may acquire a program by dialing direct or by dialing a request line. Directories are available at the service desk of the micro-media area. Program Central (the supply point) is located on the second floor of the media center and instructors may have "instructional packages" programmed into the system. For information relative to acceptable tape and electronic formats, please contact the assistant director of CMS or the information retrieval attendant.

Basically, there are four modes of retrieval available to the user. These include monoural listening, stereo listening, record-respond, and video playback. Programs may be designed to fit almost all curricular needs and planning consultation is available by appointment.

College Media Services stands ready to serve the Towson State College community's specific curriculum requirements, thus enabling the professor to bring relevance and meaningfullness to modern higher educational needs. Below is listed the subdivisions and the associated supervisors to whom inquiries and requests may be forwarded. We look forward to serving you in the near or immediate future.

Richard M. Blocher, Director	264
Secretary	264
Audio Production	666
Cinematography	671
Dial Access	666
Electronic Repairs	261
Equipment Circulation-Central	261
Fine Arts Satellite	876
Film Services	263
Graphics	261
Still Photography	261
Television Production	673

H. PUBLIC PROGRAMS

Cultural programs on a college campus are a vital segment of a student's college education both as an extension of formal studies and as an exploration of other fields.

The Public Programs Committee at Towson State College, as a part of the curricular program, strives to build a program which will compliment and enrich the academic education of the student body as well as entertain the college community. Persons from the community at large,and students and educators from other colleges are also encouraged to attend. The committee, composed of students, faculty, and administrators, thus attempts to plan programs which will meet the varied cultural and scholastic needs of such audiences.

Programs include lectures, concerts, workshops, and a film series. Many ideas are products of brain storming sessions within the committee; others come from departmental requests, requests which are solicited by the Committee during the planning stage of programming. While some events are selected for their wide campus appeal, others are chosen for their focus on a particular academic discipline.

There are two types of programs; a series which is chosen by the Public Programs Committee and a variety of programs offered by individual departments. The Music Department presents group and individual concerts by students, faculty and guest performers. The Art Department presents a series of art exhibits, each one of which is usually held for three weeks. The gallery shows works of local artists and of our Faculty as well as works by artists of national importance. There are continuous exhibits of student work--sculpture, crafts, and graphic work. Outdoor exhibits are also held. The Art Department also cooperates with other departments in giving lectures on architecture and art history. The Theatre Arts Department offers both major productions and student projects in studio productions.

I. COMPUTER SERVICES

Computer Services at Towson State College are provided by two computer centers: the Maryland State Colleges Information Center (MSCIC); and the Towson Data Center. MSCIC provides computer services for the educational, research, and administrative activities of the seven State Colleges of Maryland and the University of Baltimore and the Data Center provides ancillary support functions such as data preparation, report printing, EAM support, and operation of the optical mark scoring reader. Time-sharing facilities are available at several locations on campus, in addition to a remote job entry terminal in Stephens Hall.

MSCIC operates a UNIVAC 1106 with over 1 1/2 million characters of main memory and disk and tape capability. Consult the Business and Finance Manual for more details on the hardware and services available.

Important Note: By Executive Order of the Governor, no contract with any supplier of data processing services or equipment will be considered binding to the State without countersignature of the State A.D.P. Administrator. Be certain to consult the Business and Finance Manual before contracting for any data processing related service.

J. DUPLICATING AND PHOTOCOPYING SERVICES

1. The college maintains a Central Duplicating Service which provides offset printing, collating, stapling, folding, etc. Requests are to be made for official college business only via form #DD-1, signed by the Department Chairperson. To facilitate scheduling of work, a definite required date and time should be provided.

2. Spirit duplicators are available to all departments for their use. Appropriate originally typed material should be reproduced via this

3. Photocopying machines are available in major user areas for official college business. All copying limits must be observed.

4. Material that is copyrighted will not be reproduced in the college Duplicating Center unless a written release has been obtained from the author by the requestor. Personnel who reproduce such material by themselves without written permission do so at their own risk and the college assumes no liability.

5. Personal work will be produced in the Duplicating Center and be charged for in accordance with the published price list. A DD-1 form must accompany the request. Price lists are available in each department office or the Duplicating Center.

6. Reproduction requests of considerable lenght for classroom use are to be sold through the Book Store. Depending on the type of document, handouts of fifteen pages or more fall into this category. Course outlines or syllibi can be handed out to the students at no additional cost to the student but anything serving as a text or reference that is more than fifteen pages should not be charged to the departmental budget.

7. The cost of each duplicating request will be priced according to the cost or price schedule which can be found in the Duplicating/Photocopying section of the Business and Finance Manual.

8. For more detailed information, consult the Duplicating/Photocopying section of the college Business and Finance Manual.

K. OFFICE OF ACADEMIC SYSTEMS RESEARCH

The Office of Academic Systems Research has three primary functions. Those functions are institutional research, testing, and faculty research.

Institutional Research

The Office of Academic Systems Research has the responsibility for developing institutional research and maintaining and disseminating institutional data requested by other offices and agencies.

Testing

The Office of Academic Systems Research has the responsibility to coordinate national testing programs, including the ACT,GRE,GSFLT,NTE, and Millers.

Faculty Research

Faculty members who need assistance in developing research designs, including instructional research, may consult with the Office of Academic Systems Research. At the same time, they should consult with the Office of Corporate and Foundation Programs with regard to sources of financial support and the development of the grant proposal. Upon completion of the research design, the grant proposal should be prepared in cooperation with the Office of Corporate and Foundation Programs for submission to that office.

Assistance for the development of grant proposals is provided through the Office of Corporate and Foundation Programs. A Project Director, who is normally the proposer of the project, is designated by the Vice-President for Academic Affairs.

Once the grant is awarded,the office of Corporate and Foundation Programs will transmit xerox copies of the grant award letter, the research proposal, and the Approval Form for Proposals and Applications to the Office of Academic Systems Research.

Request's for follow-up reports by federal agencies and foundation (usually questionnaires) will be implemented by the Office of Academic Systems Research in cooperation with the Project Director. Upon completion of the follow-up report, the Vice-President for Academic Affairs will review the report. The report is then sent to the requesting agency with a copy held in the Office of Academic Systems Research, and a copy sent to the Office of Corporate and Foundation Programs.

L. THE COLLECE CENTER

The College Center is located on the west side of the campus adjacent to the football field. This three story structure houses student organization offices, Auxiliary Services administrative offices, dining facilities, meeting rooms, lounge areas, and recreational facilities including bowling, billiards, and table tennis.

Dining facilities include a beautifully appointed dining room, two Snack Bars and a vending area. All members of the campus community are encouraged to utilize the facilities and services of the College Center.

Conference and meeting rooms are reserved according to campus Special Services policy. Reservations for use of the facilities can be made in the Special Services Office located in Room 212.

Catering services are available campus-wide, however, the beautifully appointed facilities in the College Center make an attractive setting for dinners, luncheons, and other catered events. Reservations for catering services can be made by dialing extension 773 or visiting the Food Services Administrative Office located in Room 221.

The College Box Office provides discounted tickets for faculty, students, and staff for most metropolitan area activities. The Box Office is located in Room 213. Additionally, the Box Office provides a Notary Public service for a nominal fee.

Administrative offices located in Room 217 include the office of the Director of Auxiliary Services, the Food Services Administrator, the College Center Operations Manager, and the Associate Dean of Students/ Coordinator of Student Activities.

Student Government Association offices are located in Rooms 226 - 239. These offices include Student Government executive offices, student publications including Towerlight and Tower Echoes, the Black Student Union Office and Library, and class offices.

In addition to the above-mentioned services and offices the College Center houses the Skills Center, the College Post Office, the Bookstore, an Art Gallery, the Parking Services Office and a Dry Cleaning service.

The College Center is open from 7:00 a.m. to 11:00 p.m. Monday through Thursday, from 7:00 a.m. to 12:00 midnight Friday, from 10:00 a.m. to 12:00 midnight Saturday, and from 1:00 p.m. to 9:00 p.m. Sunday. Any changes in operating hours will be promulgated campus-wide.

M. THE COLLEGE BOOKSTORE

The Bookstore is located on the lower level of the College Center Building. In addition to supplying required textbooks, paperback, and supplies, the College Bookstore stocks a full line of stationery, jewelry, records, a wide range of supplementary paperbacks, greeting cards, magazines, health and beauty aids, and gift items for most occasions. A free giftwrapping service in provided. Faculty are entitled to a 10% discount only on textbooks for courses they are teaching.

Bank Americard and Master Charge credit cards are accepted for personal charges at the store. However, Departments may charge authorized purchases to their departmental budgets. Monthly statements are payable when received. Accounts 90 days in arrears will be denied future charging privileges.

Checks for purchases should be made payable to Towson State College Bookstore. Personal checks up to $25.00 will be cashed with a nominal service charge of 20¢. Personal checks may be cashed afternoons from 2:00 p.m. until 4:00 p.m. or until check cashing funds are exhausted. Checks drawn on insufficient funds and returned to the Bookstore will result in a $5.00 fine in addition to the regular bank charges. Second offenders will be denied check cashing privileges.

1. Desk Copy Procedure

The American Textbook Publishing Institute states the following policy: Instructors should write directly to the publishers for desk copies. Each department secretary has an ample supply of desk copy request forms. (See sample form Appendix X) Usually the desk copy will be mailed directly to the faculty member's home or if desired, to his campus address.

The Bookstore does not receive free texts from the publishers. Therefore, they cannot issue free texts to instructors for use as desk copies.

If an emergency arises when the instructor's desk copy is not received prior to the beginning of classes, the instructor should purchase a text from the Bookstore. Instructors will be reimbursed for full credit or refund if the desk copy is returned unmarked, in saleable condition and is returned within 90 days after it was purchased. Desk copies received from publishers can NOT be returned for full credit if they contain publisher's markings such as "Desk Copy", "Complimentary Copy", "Instructor's Copy", etc. In these cases the books can only be returned as used books at the prevailing rate.

2. Textbook Requisitioning Procedures

Because of the initial high cost of textbooks, the uncertainty of publishers actions, and the cost of carrying unsold texts in our inventories, the Bookstore requests that careful consideration be given the number of textbooks requested. The Bookstore will endeavor to fulfill all reasonable requests for required and recommended texts, however, the management reserves the right to adjust its orders according to current

inventories, publishers' return policies, and sales history of particular texts. Professors submit official book requests (see sample form Appendix Y) to the Bookstore via their Department Chairperson.

Books not in stock may be specially ordered with a non-refundable $1.00 deposit. A suggestion box is located in the store's entrance and all ideas are encouraged. If a reply is requested, please include your name and address with your suggestion.

The Bookstore operates Monday and Thursday 10:00 a.m. to 7:00 p.m., Tuesday and Wednesday 10:00 a.m. to 4:00 p.m. and Friday 10:00 a.m. to 3:00 p.m. Operating hours are extended at the beginning of each semester to better serve the campus.

You may wish to inform your students of the following policies:

a. Shoplifting will NOT be tolerated and ALL cases will be prosecuted to the fullest extent.

b. Book Return Policies - PLEASE READ CAREFULLY
Required textbooks may be returned for any reason within two weeks after the beginning of the term in which purchased. In the event of Schedule Changes (Drop or Withdrawal), required textbooks may be returned up to 30 days after the beginning of the terms in which purchased. To receive full credit, books must be returned in new saleable condition. Except in the first two weeks, books returned must be accompanied by a "Drop Slip" or a "Withdrawal Card." In all cases of returns, books must be accompanied by your Cash Register Receipt.

CHECK YOUR RECEIPT - KEEP IT!

No Refunds or Exchanges will be made on "Recommended Books," These books and all other books returned can only be accepted as Used Books at the prevailing rate, provided they are needed for stock. (Used Book Companies visit the campus several times a year.)

DO NOT WRITE IN ANY BOOK UNTIL POSITIVELY CERTAIN THERE IS NO NECESSITY FOR RETURNING IT.

c. End of Semester Policy - No Refunds or Exchanges will be given on required or recommended course books purchased during the final two (2) weeks of a semester.

d. General Return Policies - No cash refunds will be given on Gifts or Supplies. Exchanges will only be honored with your Cash Register Receipt dated within two (2) weeks and the Merchandise in new saleable condition. Sorry, no refunds or exchanges on "sale" items.

All employees of the Bookstore are willing to assist the faculty in any way possible. Just ask. Our motto is "Volumes of Service."

N. POST OFFICE AND MAIL DELIVERY

1. The college Post Office provides full postal services except parcel post packages addressed to foreign countries, and is located on the ground floor of the College Center providing window service from 9:00 a.m. until 4:15 p.m. five days a week and from 11:00 a.m. to 2:00 p.m. on Saturdays. No Saturday service is provided during the summer.

2. Mail is delivered to each department in zippered canvas bags each working day.

3. The department distributes the mail to its members in accordance with its own procedures.

4. Only official college mail will be put through the postage meter and delivered within the college postal system.

5. Inter-college mail is only to be mailed in one of the two sizes of standard "Inter-office correspondence" envelopes. Only strictly confidential mail is to be sealed.

6. Personal mail must be properly pre-stamped and sealed.

7. Mail to students, who have boxes, and student organizations must be addressed with both the name and box number and mailed in plain white envelopes not inter-office correspondence envelopes.

8. The Postal Services section of the Business and Finance Manual contains more detailed information as well as procedures for bulk permit mailings. It is available in each department.

9. The college will pay for mailing, via the least expensive rate, manuscripts or papers submitted for publication including dissertations to be published by a publisher or in a journal as well as preprints or reprints which are to be published. Any additional costs including registration and insurance above the least expensive mailing method are to be paid by the faculty member.

10. Wrapping services are available at Central Receiving provided a pre-typed label with the complete address is furnished with the package.

11. Bulk distribution of mail to faculty and administrative staff is sent through the interoffice mail by inserting the required number of copies in an envelope addressed to each department. A list indicating the approximate number of faculty and staff in each department can be found in the Postal Services section of the Business and Finance Manual.

O. TELEPHONE SERVICE

1. Switchboard hours - The college's switchboard hours are normally 7:30 a.m. to 11:00 p.m. Monday through Thursday, 7:30 a.m. to 8:00 p.m. on Fridays, and 9:00 a.m. to 5:00 p.m. on Saturdays. It is closed on Sundays. Hours vary when classes are not in session.

2. Long Distance Calls are no longer placed through the College operator. As of July 1, 1974 this restriction was eliminated to free the switchboard operators allowing them to more efficiently answer incoming calls. Official College calls, that by necessity, must be made from home can be charged to the individual's home telephone number and reimbursement received by submitting an expense voucher, approved by the Department or Division Head and the Office Services Manager, to the Finance Office.

3. Personal Long Distance Calls are to be charged to the individual's home telephone number.

4. Calls to the College while out of town on College Business can be added to the travel expense voucher or charges may be reversed to the College.

5. Requests for Telephone Work are to be requested on form #SW-1 signed by the Department Chairperson.

6. Faulty equipment is to be reported to the operator at once.

7. More information is available in the Telecommunications section of the Business and Finance Manual.

P. USE OF TOWSON STATE COLLEGE FACILITIES

All room and space reservations and requests for use of College facilities, with the exception of academic class and office space, are to be requested from the Office of Special Services. Please refer to "Policies & Procedures For Use of Towson State College Facilities By Non-College Organizations" Appendix CC, and "Reservations Policies For College Departments and Official Campus Organizations" Appendix DD. Requests for academic class space and office space are to be made through the Registrar's Office.

Q. DINING FACILITIES

The Dining Room in the College Center is open Monday through Friday from 11:30 a.m. to 1:30 p.m. except during holidays. Meals are served on a cash basis. The Dining Room offers full course luncheons and sandwiches. Faculty may also use the College Center Snack Bar and Cafeteria. Newell Hall Resident Dining Room will be closed for renovation June 1, 1975 to September 1, 1975.

R. SECRETARIAL AND STUDENT ASSISTANCE

Each department has one or more secretaries depending on the number of faculty members to be served. Some departments have student assistants. Use of student assistants for special clerical work should be done through the department chairperson.

S. PARKING

The Parking Services Office administers parking on campus and the regulations are enforced by the Campus Police Department. Parking is provided on a first come, first served basis on designated faculty/staff and student lots. All vehicles must be registered with the Parking Services Office to park on campus.

All permit holders are reminded that there may be various times when spaces are not available on campus. Purchase of a permit does not guarantee one a parking space. Naturally, it also does not guarantee one a conveniently located space.

Applications for faculty/staff parking stickers should be made at the Parking Services Office located in the College Center, room 118, telephone extension 692. Hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday.

The use of campus parking facilities carries with it the obligation to observe all College parking regulations. Tickets are issued for violations of these regulations and all fines for violations are to be paid to the Finance Office, room 321 in the Administration Building.

Be sure to consult the current College Parking and Traffic Regulations, copies of which are available in the Parking Services Office and can be sent upon request If after reviewing the regulations, questions still arise, do not hesitate to contact the Parking Services Office.

T. SIGNS

The Special Services Department is responsible for the campus sign program. This program includes all directional, traffic control, and parking lot identification signs; all building lettering; and all building plaques. No permanently placed signs may be installed without the authorization of the Special Services Manager.

Temporary signs are also subject to certain restrictions. Please see the SIGNS section of the Business and Finance Manual.

Campus guides are available in the Parking Services Office. These give directions to the campus, index proper entrances to each building, list what departments are located in each building, and provide visitor and guest parking information, Each department should keep a supply on hand.

U. FACULTY ADVISERS TO STUDENT ORGANIZATIONS

It has often been difficult to define the role of a faculty member who has taken on the advisership to a student organization.

The following is a suggested guide for adviser responsibilities.

1. To be available to meet with the group's leader, act as a consultant in planning meetings, and solving problems.

2. attend organizational meetings as often as possible, where he/she should feel free to participate yet not dominate;

3. attend activities planned by the group as often as possible;

4. advise and encourage officers to keep records (especially the treasurer and secretary);

5. help develop new leadership each year;

6. help interpret institutional policy;

7. in general, establish a relationship with these students which will encourage personal and intellectual growth; and

8. feel free to consult with members of the Student Personnel Staff (e.g., Dean of Students, Coordinator of Student Activities, Counselors, College Union Staff, etc.).

V. PROFESSIONAL ORGANIZATIONS

1. American Association of University Professors

Towson State College has a chapter of the A.A.U.P. which besides dealing with the traditional concerns of faculty in the areas of academic freedom, tenure, etc. also serves as the exclusive representative of the Towson Faculty. Membership is open not only to full-time faculty members but also to those holding a one-year appointment to a position at least one-half time teaching or research at a rank of instructor or higher. Annual dues for national membership range from $18-$36 depending on salary. Local chapter dues are determined annually and include a per capita payment to the Maryland Conference of A.A.U.P.

2. The Association of Higher Education in Maryland

The Association of Higher Education in Maryland is the affiliate of the Maryland State Teachers Association which represents the interest of college teachers in the State of Maryland. The Association is organized to give expression to common interests and needs of college communities and to serve as an action agency with the legislature and boards of trustees for the various facets of higher education in Maryland --community colleges, universities, and state colleges and universities. In addition to periodic informational and professional publications the Association of Higher Education in Maryland sponsors at least one state wide professional meeting each year. Membership in the Association may be achieved by payment of dues to the Association of Higher Education of the Maryland State TEachers Association. Membership applications may be obtained from the M.S.T.Z., 727-7676.

W. HONOR SOCIETIES, CLUBS

Current listing is available at the Faculty Reserve Desk, the Office of Vice President for Student Services and the Office of Dean of Student Activities.

X. IDENTIFICATION CARDS

Every employee of the college is expected to obtain an identification card from the Personnel Department and may be required to show it an any time for security purposes. Identification cards may also be used for borrowing books from the college library and for entry to special events on campus such as sporting events, plays, etc. Identification cards must be returned to the Personnel Department upon separation from employment with the college. An employee who loses or fails to return the card upon separation from the college is assessed a $5 fee, which if not voluntarily paid, is deducted from the employee's final pay check.

Y. LOST AND FOUND

Articles found on the College campus should be deposited with the Campus Police Department offices and will be retained by them until reasonable efforts have been made to find the owners, after which, the property will be returned to the finders. Persons losing objects on the campus should check with the Campus Police to determine if they have been found.

APPENDIX A Revised 8-75

TOWSON STATE COLLEGE CONSTITUTION

PREAMBLE

We recognize the full legal authority and responsibility of the President of the College for the College's conduct and growth. However, it is imperative that the academic community play a major role in guiding the College. Therefore, the Academic Council shall be the primary policy-making body of the College as well as the academic community's primary advisory body to the President. In establishing and outlining the functions and responsibilities of this Academic Council, we must recognize that while authority is granted to the Council to determine policy over a wide range of college concerns, the ultimate promulgation of policy or veto resides in the Office of the President of the College. The President shall report all reasons for a veto to the Council.

Lines of authority are thus clear, and responsibility for decisions clearly fixed.

A. MEMBERSHIP OF THE ACADEMIC COUNCIL

The primary legislative and advisory body at Towson State College shall be the Towson State College Academic Council, which shall provide for student, faculty, and administrative participation in college governance. The Academic Council shall include 24 members, chosen on the basis of the following premises:

1. Every councillor shall be elected from some portion of the Academic Electorate which shall be interpreted as being faculty and students. Faculty members are defined as those having academic rank; this includes the professional library staff. Administrators with faculty rank are excluded from this definition.

2. There will be 18 members from the faculty, one of whom shall be the President of the Faculty Association, and six students, one of whom shall be the President of the Student Government Association.

3. Faculty members of the Council, excluding the President of the Faculty Association, shall be elected for three year terms in at-large elections. Initially, six of the faculty councillors shall serve for a three year term, six for a two year term, and five for a one year term, their terms to be decided by lot at the first Council meeting. Student councillors, excluding the President of the Student Government Association shall be elected by the Student Government Association Senate for one year terms.

4. No more than three faculty councillors can be elected from any single department or program; and no more than two student councillors, other than the SGA President, may represent a single class.

5. The President of the College and the Chief Academic, Student Personnel, and Business and Finance Officers shall serve in ex officio, non-voting capacities.

B. OFFICERS OF THE ACADEMIC COUNCIL

1. A Chairperson-who shall be elected by and from the voting membership of the Academic Council and will perform the duties of the presiding officer of the Academic Council, and serve as chairperson of the Executive Committee.

2. A Vice Chairperson-who shall be elected by and from the voting membership of the Academic Council. This person shall have the responsibility of agenda preparation assisting the chairperson, and presiding over Academic Council meetings in the Chairperson's absence.

3. A Secretary-who shall be elected by and from the voting membership of the Academic Council and who will be responsible for record keeping, and the distribution of minutes and reports. The secretary shall also serve as Recording Secretary for the Executive Committee of the Council.

C. THE EXECUTIVE COMMITTEE

1. The executive agency of the Academic Council shall be the Executive Committee.

2. The Executive Committee shall consist of the Officers of the Academic Council, the Student Government Association President, and one faculty person elected at-large from Academic Council membership. The President of the College shall serve in an ex officio, non-voting capacity.

3. The duties of the Executive Committee are the following:

a. Preparing and distributing the agenda of meetings of the Academic Council to the electorate in advance of regularly scheduled meetings.

b. Assuming interim responsibilities between the regularly scheduled meetings of the Academic Council. Such interim responsibilities shall be assigned to it by the Academic Council.

c. Initiating emergency action, subject to Academic Council review at the Council's next meetings.

d. Maintaining the Committee Structure of the College.

e. Seeing that information concerning all proceedings of the Academic Council shall be disseminated to all members of the college community.

f. Informing itself of the administrative disposition of all decisions of the Academic Council requiring implementation.

g. Checking areas in which implementation may be questionable to insure that such decisions of the Academic Council have been implemented.

D. MEETINGS

1. The Academic Council shall meet at least once each month, during the regular school year, normally on the first Monday of each month. Two-thirds of the voting membership shall constitute a quorum.

2. Meetings shall be conducted according to Roberts Rules of Order, and decisions shall be arrived at by majority vote.

3. Meetings shall be open to all members of the college community, but participation shall be limited to members of the Academic Council unless the chairperson invites non-members to speak on a particular issue.

4. The Executive Committee of the Council may convene a special session of the Council when necessary and will be obliged to do so when requested by the Council Chairperson or a petition signed by 25% of the Council members.

5. The agenda shall be prepared by the Executive Committee. Any member, group, or organization of the academic community may submit agenda items.

6. The Council may adopt By-Laws governing the conduct of the Council business upon approval of a majority vote of the Council.

E. RESPONSIBILITIES OF THE ACADEMIC COUNCIL

The Academic Council shall have authority in the following areas:

1. Standards of admission to the college.

2. Requirements for academic degrees, including the evaluation of proposals for new academic programs and significant changes in existing academic programs.

3. Long-range academic planning, including the review of academic plans submitted to the Board of Trustees.

4. Planning and development of campus physical facilities.

5. The appointment of top administrative officers.

6. Academic organizational structure of the College.

7. Evaluation of faculty in the process of their appointment, promotion, salary recommendations, and recommendations for tenure status.

8. Inter-collegiate competition.

9. College calendar.

10. The assignment of faculty office, teaching, and research space.

11. Standards of educational and academic conduct and practice common to all elements of the college community.

12. The protection of the rights and privileges guaranteed to elements of the college community as specified in the By-Laws of this Constitution.

13. Those matters not previously specified by legislative enactment which the President shall choose to refer to the Academic Council.

F. THE COMMITTEES OF THE ACADEMIC COUNCIL

The committee structure of the Academic Council at Towson State College shall be based on the guiding principle of faculty-student shared governance; and in addition, on the necessity for a committee structure that provides efficiency and establishes clear lines of authority and responsibility.

Committees are agents of the Academic Council and are responsible to the Council. They shall submit their recommendations to the Council.

New standing committees may be formed and present ones abolished by a three-fourths vote of the Council.

1. Faculty Membership

Faculty members on the following committees shall be elected at-large by and from the faculty:

The Academic Standards Committee
The Admissions Committee
Promotions and Tenure Committee
Fiscal Affairs and Planning Committee
Faculty Hearing Committee

Faculty membership on the remaining committees shall be by appointment by the President of the College based on nominations of the faculty submitted by the President of the Faculty Association. All terms shall be for three years and shall overlap. In the event of a vacancy, the term shall be filled for its duration by election or appointment, whichever is applicable.

2. Student Membership

Student members on all committees except the Academic Standards Committee will be appointed by the President of the College based on nominations submitted by the President of the Student Government Association.

Student terms are for one year. In the case of a vacancy, another person shall be appointed for the duration of the term.

3. Ad Hoc Committees

Ad hoc committees may be formed by the Academic Council and should not exist longer than one semester. The members of such committees shall be elected by the Academic Council.

4. Elections Committee

The Academic Council may appoint an Elections Committee whenever necessary. It shall consist of the Vice-Chairperson of the Council, two faculty members, and two students.

This constitution contains only the structure and composition of the permanent committee system at Towson State College. Upon ratification of this document and the selection of faculty and student members, each committee shall prepare a statement of its responsibilities and procedures. Such statements will be presented to the Academic Council for consideration. Upon ratification these statements of committee responsibilities will become a part of the By-Laws of this constitution.

STANDING COMMITTEES OF THE ACADEMIC COUNCIL

Academic Standards Committee

The Academic Standards Committee shall be composed of five members of the faculty elected at-large and three students elected at-large for one year terms. In addition, the Chief Academic Officer or their representative and the Chief Student Personnel Officer or their representative shall serve in an ex officio, non-voting capacity. The Chairperson of the Academic Standards Committee shall be elected from the membership of the Committee and serve for a term of one year subject to re-election. The Registrar of the College shall serve in a non-voting capacity as secretary.

Admissions Committee

The Admissions Committee of the College shall be composed of four members of the faculty elected at-large and two students appointed by the President. The Chief Academic Officer or a designated representative shall serve in an ex officio, non-voting capacity.

Bookstore Committee and College Union Committee

These Committees were replaced by the Auxiliary Services Board by action of the Academic Council, March 6, 1972. For a description of the Board see section J, page A-8a.

Curriculum Committee

The Curriculum Committee shall be composed of eight faculty members and six students. The Chief Academic Officer, or a designated representative, shall serve in an ex officio, non-voting capacity. The Chairperson of the Committee shall be elected from the membership of the committee and shall serve for a term of one year subject to re-election.

Promotions and Tenure Committee

The Promotions and Tenure Committee shall be composed of seven faculty members elected at-large. In addition, the Chief Academic Officer shall serve in an ex officio, non-voting capacity.

Faculty Research Committee

The membership of the Faculty Research Committee shall consist of five faculty members appointed by the President of the College. A representative of the Academic Dean's Office shall serve in an ex officio capacity.

Fiscal Affairs and Planning Committee

This Committee was replaced by the Fiscal Affairs Committee and the Long Range Planning Committee by action of the Academic Council, March 6, 1972. For a description of these Committees see sections K and L, page A-8a.

Graduate Programs Committee

The Graduate Programs Committee shall consist of the Director of Graduate Studies and the Chief Academic Officer, both of whom shall serve in ex officio, non-voting capacities, and six members of the faculty appointed by the President of the College. The Committee will also include two graduate student members appointed by the President of the College. The chairperson and secretary of the Graduate Programs Committee will be elected from the membership of the Committee.

Housing Committee

This Committee was replaced by the Auxilary Services Board by action of the Academic Council, March 6, 1972. For a description of the Board see section J, page A-8a.

Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee shall be composed of four members of the faculty appointed by the President of the College and four students. The Chairperson of the Committee shall be elected from the membership of the Committee. In addition, the Chief Academic Officer and the Chief Business and Finance Officer, or their representatives, shall serve in ex officio, non-voting capacities.

Library Committee

The Library Committee shall be composed of three members of the faculty appointed by the President of the College and three students. The Chairperson of the Library Committee shall be elected from the membership of the Committee. The Chief Librarian shall serve in an ex officio, non-voting capacity.

Public Programs Committee

The Public Programs Committee shall be composed of five members of the faculty appointed by the President of the College and five students. The Chairperson of the Public Programs Committee shall be elected from the membership of the Committee. Representatives from the President's Office, the Office of the Chief Business and Finance Officer, and the Office of the Chief Student Personnel Officer shall serve in ex officio, non-voting capacities.

Student Rights and Responsibilities Committee

The Student Rights and Responsibilities Committee shall consist of five faculty members appointed by the President of the College and five students. The Chairperson of the Committee shall be elected by the Committee for a one year term.

Summer and Evening Programs Committee

The Summer and Evening Programs Committee shall be composed of six faculty members appointed by the President of the College and two evening student representatives.

G. FACULTY MEDIATION AND HEARING PROCEDURES

There shall be a Faculty Mediation-Inquiry Committee, and a Faculty Hearing Committee with provisions for a Faculty Hearing Panel as cases arise. These Committees report directly to the Academic Dean and the President of the College.

Faculty Hearing Committee

The Faculty Hearing Committee shall be composed of fifteen tenured faculty members elected at-large for overlapping three year terms. The chairperson shall be elected by and from the membership of the Committee.

Faculty Hearing Panel

The Faculty Hearing Panel shall be composed of five tenured faculty members elected by the Faculty Hearing Committee from its membership when a case is to be heard.

Mediation-Inquiry Committee

The Mediation-Inquiry Committee shall be composed of five faculty members chosen by the Faculty Association according to its selection procedures.

H. BY-LAWS

The By-Laws of this constitution shall be approved by the Academic Council by a majority vote. The following shall be a part of these By-Laws:

1. The AAUP 1940 Statement on Academic Freedom and subsequent statements on Academic Freedom, tenure, and dismissal of faculty members.

2. The AAUP 1966 Statement on Governance of Colleges and Universities.

3. The Joint Statement on Rights and Responsibilities of Students.

I. AMENDMENTS

Amendments to this constitution may be proposed by two-thirds of the membership of the Academic Council or by petition of 20% of the membership of the Faculty Association or by two-thirds of the Student Government Association Senate.

Ratification of a properly proposed amendment shall be by action of the majority of the members of the Faculty Association and a majority of the members of the Student Government Association Senate.

J. AUXILIARY SERVICES BOARD

The Auxiliary Services Board shall be composed of two faculty and two student members of the Academic Council appointed by the chairperson of the Academic Council and one faculty member appointed by the President of the Faculty Association and one student appointed by the President of the Student Government Association. Terms of membership shall be one year, conterminous with Academic Council terms. The Board will elect its own chairperson.

K. FISCAL AFFAIRS COMMITTEE

The Fiscal Affairs Committee shall be composed of three faculty and three student members appointed in the regular manner. In addition, the Chief Academic Officer, the Chief Business and Finance Officer, and the Chief Student Personnel Officer, or their representatives, shall serve in an ex officio capacity.

L. LONG RANGE PLANNING COMMITTEE

The Long Range Planning Committee shall be composed of three faculty and three student members appointed in the regular manner. In addition, the Chief Academic Officer, the Chief Business and Finance Officer, and the Chief Student Personnel Officer, or their representatives, shall serve in an ex officio capacity.

A-10

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By-Laws of the Academic Council
Approved by the Council, December 7, 1970

A. Electorate

1. All members of the faculty teaching six or more credit hours under a regular contract, all department chairman regardless of teaching loads, all members of the Lida Lee Tall Learning Resources Center, and all professional librarians shall be members of the Faculty Association and thus form the faculty electorate.

2. All benefits, privileges, and opportunities of a person on leave shall be continued in the same manner as though the person were on active duty.

3. The student electorate shall consist of those students elected to the Student Government Association Senate.

B. Council Members

Election of faculty members of the Academic Council and elected faculty members of committees for the ensuing year shall take place before the last day of classes in the spring term. Faculty members of the Council shall begin their terms of office on the following September first. Election of student members of the Academic Council shall take place after the new Student Government Association president and senate have taken office each spring term but before the first fall meeting of the Council.

Immediately after the annual organization of the Council, the chairperson shall publish a list of all Council members with their office extensions and/or box numbers. Each Council member shall be available at least one hour a week for consultation on Council business.

C. Officers of the Council

1. All officers shall hold office for a term of one year.

2. The Chairperson

   a. The Chairperson shall be the chief liaison officer between the Council and the Administration.
   b. The Chairperson shall be the responsible budgeting and accounting officer of the Council.

3. The Parliamentarian

   a. The Parliamentarian shall be appointed by the Academic Council at the first meeting of the academic year and shall serve in that office for one year.
   b. The Parliamentarian shall serve in an advisory capacity to the Academic Council and, in particular, to the Chairperson.
   c. The Parliamentarian shall advise on matters concerning the

Constitution, its By-Laws, and on rules of procedure in accordance with Robert's Rules of Order Revised. (1951)

d. After receiving the advice of the Parliamentarian, the Chairperson shall have the sole authority to decide on matters concerning the Constitution, its By-Laws, and rules of procedure. Any member of the Academic Council may "appeal the decision from the Chair." In accordance with Robert's Rules of Order, a majority vote shall be required to overrule the decision of the Chair.

e. In the absence of the Parliamentarian, the Chairperson of the Academic Council may appoint a substitute to serve until the return of the regular Parliamentarian.

4. Member at Large

The Member at Large has the responsibility of coordinating the activities of committees for the Academic Council. (See Sec. G of these By-Laws).

D. The Executive Committee

The Executive Committee shall determine its own procedures for the conduct of its business. These procedures must be approved by the Council. The academic community shall be informed of the meeting dates of the Executive Committee. A regular monthly date should be set aside.

E. The Agenda

1. The submitting of Agenda Items

a. Any member of the Towson State College Community has the right to submit an item for the Agenda to the Executive Committee.

b. All Agenda items shall be submitted in the form of formal resolutions.

c. Agenda items should be submitted in writing to the Vice-Chairperson of the Council prior to the Executive Committee meeting.

d. The Executive Committee is to decide by majority vote the order of agenda items to be considered by the Academic Council. All items must be brought before the Academic Council, unless withdrawn, within a reasonable time.

e. The Executive Committee of the Academic Council is empowered to recommend that the Academic Council declare, by majority vote, certain agenda items to be matters of great moment. Once so declared, these items shall be introduced and debated, but may not be voted on until the following meeting. The Academic Council may remove an item from this status by a majority vote of those present.

2. The agenda for regularly scheduled meeting of the Academic Council must be deposited in the college mail system no less than one week in advance for distribution to faculty, administrators, and student

leaders. The agenda must also be posted on one public bulletin board in each permanent college building in which classes are held.

3. Written material pertaining to agenda items must be addressed to members of the Academic Council and deposited in the college mail system not less than one week in advance of regularly scheduled meeting. Each copy of the agenda shall inform the recipient that five copies of the written materials pertaining to agenda items will be held at the Reserve Desk of the library.

4. Changes in the Agenda

   a. At the beginning of each meeting of the Academic Council, the Chairperson shall entertain changes to the Agenda as submitted by the Executive Committee. If there are no changes, the Agenda shall stand as submitted by the Executive Committee.
   b. Any changes in the Agenda (additions, deletions, or Special Order of Business) shall require a two-thirds (2/3)vote.
   c. In cases of extreme urgency, a Member of the Academic Council may at any time during the meeting rise on a point of "Personal Privilege" and move a "Special Order of Business for the consideration of a particular resolution." This motion shall take precedence over all other motions on the floor and shall require a 2/3 vote for passage. Once as a "Special Order of Business" the proposed resolution shall take precedence over the regular agenda.

5. Structure of the Agenda - The Agenda shall have the following structure;

   a. Call to Order - The Chairperson
   b. Roll Call - The Secretary
   c. Approval of the Agenda - The Chairperson
   d. Approval of the Minutes - The Chairperson
   e. Officer's Report (can be any of the following)

      (1) President of the College
      (2) Dean of the College
      (3) Dean of Students
      (4) Director of Business and Finance
      (5) Director of Institutional Development
      (6) President of the Faculty Association
      (7) President of the SGA
      (8) Chairperson of Academic Council
      (9) Vice Chairperson of Academic Council

   f. Old Business
   g. New Business
   h. Announcements (by any member of the Academic Council)

F. Procedures of the Academic Council

1. Participation of Non-Academic Council Members

a. The Chairperson shall have the right to recognize any member of the Towson State College Community or guest for the purpose of speaking.
b. Any Member of the Academic Council may yield the floor to any member of the Towson State College Community or guest for the purpose of speaking.
c. Any member of the Academic Council may object to the participation of a Non-Academic Council Member. In accordance with Robert's Rules of Order Revised, the Council may be a two-thirds (2/3) vote overrule the objection and allow the Non-Council Member to speak.

2. Voting

The Secretary shall record the vote of the Council on all motions. This record shall be available to all members of the academic community. When a roll call vote is ordered on a motion, the Secretary will publish the results as part of the minutes of the meeting.

3. Minutes of meetings of the Academic Council must be deposited in the college mail system no later than one week following a meeting and shall be distributed to faculty, administrators, and student leaders. Minutes also must be posted on at least one public bulletin board.

4. The Executive Committee shall cause a tape recording of each meeting of the Academic Council to be made and shall have it placed in the media room of the library for use by any member of the college community.

C. Committees Responsible to the Academic Council (Standing Committees)

1. Committee meetings are open to all members of the College Community. Non-members may speak at committee meetings with the permission of the committee. Executive sessions of committees, at which non-members are excluded, are permitted, but each time an executive session is held, the chairperson must file a statement of reasons for such action with the Executive Committee of the Academic Council.

2. The committee year shall be from October 15 to October 15.

3. All chairperson of committees shall be elected by majority vote by and from among the membership of the committee. The term of office shall be one year subject to re-election.

4. A quorum shall consist of one more than half the members of the committee eligible to vote. No binding action may be taken without a quorum present.

5. Committee meetings should normally be conducted informally, but committees may, by majority vote, adopt the formal procedures used by the Academic Council.

6. All policy decisions and recommendations for policy decisions must be agreed upon by majority vote of the committee members present at the time of the vote.

7. Duly elected or appointed members of committees shall have the right to speak and to vote. Ex officio members have the right to speak.

8. Committees should meet at least twice a semester. If the work of the committee does not warrant meetings this often, the committee should request the Council to consider the committee's abolition, except in such cases where the committee existence is required by the Constitution or the regulations of the Board of Trustees.

9. Committees shall remain active during the summer. Regular members of elected committees who indicate that they will be unavailable for committee service during the summer shall automatically be replaced for the summer only by that eligible faculty member who received the next highest number of votes in the last previous election for membership on that committee. Regular faculty members of appointed committees who indicate that they will be unavailable for committee service during the summer shall be replaced for the summer only by appointment by the President of the College from among nominees supplied by the President of the Faculty Association, or student members from nominees supplied by the President of the Student Government Association. These same procedures shall apply when regular members of committees take sabbaticals or leaves of absence for one year or less, and indicate that they will be unavailable for committee service during that sabbatical or leave of absence: except that the period of replacement shall be for the period of the sabbatical or leave of absence. These selection procedures do not apply to members of divisional promotion and tenure committees since they are subject to rules adopted by the Academic Council on November 6, 1972.

10. Committees may establish subcommittees from among their own membership or from the College generally. Descriptions of such subcommittees and the names of their members should appear promptly in the committee minutes so that the Academic Council will become aware of their creation.

11. No faculty member or student may serve on more than two Standing Committees simultaneously. Appeals from this By-Law may be made to the Executive Committee of the Council, which may make exceptions.

12. Typing, duplicating, and stenographic services, if otherwise not available, shall be provided through the office of the President of the College.

13. When a standing Committee is abolished or a new one created under the provisions of the Constitution (F, introduction), the action shall not be regarded as an amendment to the Constitution, but as a change in the By-Laws. Any newly created committee must draw up a formal statement of its responsibilities and procedures and have them incorporated into the By-Laws as described in the Constitution.

14. The Member-at-Large of the Academic Council's Executive Committee shall be the Council member with the responsibility of maintaining the committee structure and providing liaison among committees.

15. Each committee shall elect a secretary from among its membership.

16. Since committees are agents of the Council and draw their authority from the Council, the Council has the right to question any committee action at any time. So as to permit orderly committee work, such an action should be taken as promptly as possible after the Member-at Large of the Executive Committee receives the committee's minutes.

17. To assist the Executive Committee in maintaining the Committee Structure of the College, each committee shall:

    a. Send notices of future meetings to the Member-at Large.
    b. Send copies of minutes of all meetings to the Member-at-Large within two weeks after the meeting.
    c. Send, separately from the minutes, statements of policy approved by the committee.
    d. Send, to the Member-at-Large at least one month prior to the expiration of the Committee Year, an annual report which should include these items:

        (1). A summary of the year's activities.
        (2). A statement of all policy changes in the committee's area of responsibility including those made by the committee and those made by the Council at the committee's request.
        (3). A statement of pending work, matters that are in process and that will receive attention in the forthcoming year.
        (4). A statement of problems, matters that should receive attention either by the committee or someone else.
        (5). Recommendations for the improvement of the committee and the committee structure.
        (6). Attendance records of all committee members.

18. When working papers of Council Committees are no longer functional to the Committee, they shall be submitted to the College Archives.

H. Responsibilities of Standing Committees.

Academic Standards Committee

1. To establish all policies governing the Academic status of the undergraduate college student, such as classification, good standing, probation, graduation, grading system, and dismissal.

2. To interpret academic policies in marginal cases as requested by administrators and faculty.

3. To approve or disapprove student appeals:
   a. For unusual or special programs in all Academic Sessions of the College.
   b. For parts of programs to be taken at other institutions.
   c. For any exceptions to the degree requirements because of unusual circumstances.
   d. For reconsideration of any decisions made by the Committee.

   These appeals are submitted by the student through the Registrar, the Secretary of the Committee.

4. To approve or disapprove departmental recommendations for granting credit toward a degree for relevant educational and professional experience completed prior to matriculation at the College.

5. To approve or disapprove all cases of readmission to the College and of transfer from Arts and Sciences to Teacher Education, or the reverse.

6. To establish policies relating to any other academic standards of the College.

Admissions Committee

1. To establish policies regarding admission of undergraduate students.

2. To implement policies that will attract students through innovative admission programs and also serve to enhance the image of the College.

3. To establish policies that will implement goals reaffirm the commitments of the College, such as integration and academic excellence.

4. To establish policies under which students with special talents, but lacking certain requirements, may be admitted to the College.

5. To encourage studies relating to the quality of entering students, causes of failure, voluntary withdrawals, and similar concerns, which may be relevant to admission policies.

6. To review and study research relating to the quality of entering students and to utilize the findings in establishing additional or revised admission policies.

7. To review all cases referred to the Committee and to make recommendations to the Director of Admissions for consideration in making final decisions in specific situations.

Curriculum Committee

1. Approve all undergraduate courses, programs and credit learning experiences; to read and note all graduate courses, programs and credit learning experiences and changes therein.

2. Maintain the official College file of approved courses, programs and credit learning experiences.

3. Coordinate all curricular activities.

4. Coordinate the efforts of departments involved in developing interdisciplinary programs.

5. Study the overall curriculum of the College and identify the areas where strengthening is needed. Commission, if need be, studies to determine the feasibility of changing the curriculum in various ways.

6. Establish policies for carrying out the functions of the committee.

College Promotions and Tenure Committee

To administer the system of faculty evaluation by implementing the provisions set forth in the document "Faculty Evaluation at Towson State College."

Faculty Research Committee

1. To acquire financial support for faculty research whenever possible.

2. To establish criteria and guidelines for the distribution of support funds, and to award these grants based on the review of research proposals.

3. To advise faculty as to the nature of fundable research activities.

4. To further Towson State College as an institution which encourages and supports research.

5. To review and monitor research projects that involve human subjects and which are the responsibility of Towson State College or the Towson State College Foundation.

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Fiscal Affairs Committee

Long Range Planning Committee

Graduate Programs Committee

1. Establish policy in the areas of admissions, curricula, degrees, the thesis, standards, and other general matters; and advise the Dean of Graduate Studies on their administration.

2. Propose to the departments concerned the changes in the graduate studies program that will serve the needs of the College and submit to the Curriculum Committee to read and note graduate programs and course proposals that have received departmental and Graduate Studies Committee approval. Send to the Academic Council for approval all graduate program proposals prior to submission to the Program Committee of the Board of Trustees.

3. Assist Departments in the adequate staffing and funding of of the graduate studies program.

4. Review periodically the organization, functions, and effectiveness of the entire graduate studies program.

Explanatory Notes:

The Committee will be expected to develop policies in the various responsibility areas by working closely with the Dean of Graduate Studies and assigned departmental representatives. It is anticipated that details of student admissions, development of curriculum and degree programs, and thesis advising and reading will be the responsibilities of the graduate program coordinators and faculty.

The chief administrative officers of the College and the departments should inform the Committee of needed changes in the graduate studies program. The Committee should make an attempt to keep informed of new developments and literature in the area of graduate programs.

Basic standards for the staffing of the graduate studies program will be determined by the Committee and periodic checks made to verify the maintenance of desired standards.

Intercollegiate Athletic Committee

1. To review, discuss, and approve the budget of the Intercollegiate--Intramural Program as submitted by the directors for men's and women's athletics. The Budget will then be presented to the members of the Student Service Fee Board for their consideration.

2. To establish all policy dealing with gate receipts.

3. To discuss and approve a formula for travel allowances submitted by the directors of athletics.

4. To provide for an orderly procedure for transferring funds from one category of the budget to another.

5. To fix limits of overnight travel allowances.

6. To periodically discuss eligibility rules with the Director of Athletics to insure that they are enforced.

7. To provide for recruitment and public relations allowances in the budget.

8. To become informed about the awarding of athletic scholarships at Towson and the source of funds necessary to administer the program.

9. To check with the directors of athletics to guarantee that the coaches have been assured that all participants in intramural and intercollegiate athletics at Towson State College have adequate insurance coverage.

10. To be informed by the directors of athletics that all participants in intercollegiate athletics have physical examinations before the sport begins.

11. To set limits on the size of teams that are involved in intercollegiate athletics.

12. To see that coaches are aware of the necessity for all participants in intercollegiate and intramural athletics to uphold the code of ethics developed by the Committee.

Library Committee

General Purpose:

The Committee serves as a policy-making body and in an advisory capacity. Its function is to consider how the Library may best serve the Towson academic community. In this regard, the Committee serves as a focal point for presentation and discussion of the needs and desires of the faculty, the students, and the Library and make recommendations for the improvement of the operation and facilities of the Library. The Committee does not concern itself with supervision of library personnel.

Special Functions:

1. Study Library needs in view of the academic program, establish general library policies, and advise the Librarian regarding the development of library resources, and means which may best integrate the library program with other academic activities of the College.

2. Serve as liaison between the library and the faculty and students, and represent the library's interests to the college community.

3. Receive from the Librarian the budget request for the fiscal year indicated and make recommendations.

4. Consult with the Librarian and advise on the policy by which the college library budget will be allocated.

5. Recommend plans for the development or expansion of facilities and services, and encourage greater use of the library within the college community.

Public Programs Committee

1. Duties of Committee Members

   A. Develop program consisting of:

      1. public performance series

      2. lecture and exhibition series

      3. programs of departmental interest

   B. Develop systematic method of evaluation for all programs.

2. Budget

   A. Developed by chairperson, reviewed and approved by the committee and submitted to college authorities for review and presentation to legislature.

   B. Internal budget for each program is developed and approved by the committee.

   C. Chairperson submits a current budget breakdown to the committee on a bi-monthly basis.

   D. Chairperson communicates with each departmental contact on status of that department's Public Programs budget at least each semester.

3. Technical Functions

   A. Contracts

      1. A written contract is required for all artists who appear on campus and are paid

      2. In general, the artist or agent is required to submit the contract

3. Where a contract from the artist or agent is not available, a contract is initiated by the committee

4. Contracts are reviewed by the chairperson, initialed by the chairperson, and signed by the Vice President for Finance and Management or the Vice-President for Student Affairs

B. House Management

1. House management for events will be arranged in cooperation with the office of Special Services and will include any or all of the following: the Coordinator of Special Services will have final responsibility for accomplishing any or all of the following as requested by Public Programs:

a. reserving facility

b. ushers

c. lighting

d. audiovisual

e. stage management

f. special set-ups

g. receptions

4. Changes in Policy Statement

A. Items I.- III. are subject to annual review and revision by the Public Programs Committee

Student Rights and Responsibilities Committee

This Committee shall devote itself to the safeguarding and effective implementation of the rights and freedoms of students at Towson State College, as well as to the recognition of student responsibilities on campus. It shall prepare a code of these rights and responsibilities.

The committee shall serve as an instrument for the expression of student grievances concerning any and all college matters and for their judicious investigation. It shall hold hearings, collect evidence, deliberate and issue recommendations to the Academic Council.

Summer and Evening Programs Committee

1. Approve policies relating to evening and summer school programs and faculty.

2. Establish new programs

3. Plan new areas or populations of involvement for the evening and summer programs.

4. Work with other college committees in those areas of concern to the evening and summer programs.

5. Establish periodic evaluations of the evening and summer programs.

Executive Committee of the Academic Council

1. Meetings of the Executive Committee shall be chaired by the Vice-Chairperson of the Council.

2. Items submitted for the agenda of a Council meeting shall be acted upon separately by the Committee. Each item shall be judged as to appropriateness of wording; e.g., is it in a form that the Council can act upon. If in the judgment of the Committee, an item is inappropriately worded, it will be returned to the sender with suggested rewording. The sender may resubmit it without change which will oblige the Committee to place the item on the agenda as is.

3. The Committee decides upon the order of items in the agenda as directed in the By-Laws, E, 1, d.

4. The Committee will initiate emergency action only after ir has formally declared that an emergency exists. This will require a majority vote of the voting members of the Committee. A record of this vote will be given to the Council at the meeting in which the emergency action is reviewed (Constitution, C, 3, c.)

5. A quorum of the Committee shall consist of 4 voting members.

Faculty Hearing Committee

1. Responsibilities

The Faculty Hearing Committee has the responsibility of ensuring academic due process and academic freedom at Towson State College. It serves these ends: first, by performing the duties assigned to it by Article Two, Section Three, and

Article Three of the "Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges Under the Jurisdiction of the Board of Trustees of the State Colleges" and by Section G and Section H of the "Towson State College Constitution"; and, second, by establishing such other policies and procedures as may be both consistent with these two documents and necessary for the effective conduct of its business.

2. Chairperson

   A. The chairperson shall call and preside at meetings of the Committee.

   B. The chairperson shall conduct elections of Faculty Hearing Panels and rule of challenges of Panel members.

   C. The chairperson shall serve as the presiding officer of each Faculty Hearing Panel until a Panel chairperson is elected.

   D. The chairperson shall perform such other duties as may be assigned from time to time by the Committee, the Academic Council, or the Executive Committee of the Academic Council.

3. Meetings

   A. Purposes: The Committee shall meet to consider policies and procedures when requested by the President of the College, the Chief Academic Officer, the Mediation-Inquiry Committee, the Academic Council, or a member of the Committee.

   B. Voting: Except where otherwise provided herein, decisions of the Committee must have the approval of two-thirds of its members, the chairperson having the right to vote.

4. Elections

   Elections may be conducted by mail or during meetings of the Committee.

5. Faculty Hearing Panels

   A. Responsibility: The responsibility of each Faculty Hearing Panel is to hear a case involving alleged violations of academic due process or academic freedom when so requested by the President of the College, the Chief Academic Officer, or the Mediation-Inquiry Committee and to make a report of its findings as provided in the documents mentioned in the introduction to these by-laws.

B. Eligibility for Election: Neither the chairperson of the Faculty Hearing Committee nor a member of the Committee who has been previously involved in the case to be heard may be a member of a Panel, nor may a member of the Committee who has been previously involved in the case to be heard vote for members of a Panel.

C. Election: Each Committee member eligible to vote shall vote for five eligible members. The persons receiving the five highest numbers of votes shall constitute a Panel, ties being broken by a subsequent ballot. Should a challenge of an elected Panel member be upheld, the person having the next highest vote in the election shall become a member. Should valid challenges exhaust the number of Faculty Hearing Committee members eligible for the election, the chairperson of the Committee shall secure from the chairperson of the Elections Committee the names of Faculty members eligible to serve who received the next highest number of votes but failed of election at the last election for members of the Faculty Hearing Committee, such faculty members to serve on a Faculty Panel in the order of the highest number of votes received in that election.

D. Chairperson: Each Faculty Hearing Panel shall elect a chairperson by majority vote and shall determine the duties of the office.

E. Procedures: Except where explicitly prohibited by the "Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges Under the Jurisdiction of the Board of Trustees of the State Colleges," each Faculty Hearing Panel shall follow the procedures described in Sections 5 and 10 of the "1968 Recommended Institutional Regulations on Academic Freedom and Tenure" of the American Association of University Professors. 1 Each Panel may also establish such additional procedures as are both necessary for the effective conduct of its business and consistent with the documents mentioned in the immediately preceding sentence.

I. Changes in Standing Committees

1. There shall be a designatee of the President of the College entitled to attend all meetings of the Student's Rights and Responsibilities Committee.

2. There shall be a designatee of the President of the College entitled to attend all meetings of the Summer and Evening Programs Committee.

3. The College Union, Bookstore, and Housing Committees were replaced 6 March, 1972 by the Auxiliary Services Board. For a description of the Board, see the Constitution, following Section I. For a statement of the duties of of the Board, see Section J of these By-Laws.

4. The Fiscal Affairs and Planning Committee was replaced by action of the Academic Council 6 March, 1972 by the Fiscal Affairs Committee and the Long Range Planning Committee. For descriptions of the committees, see the Constitution, following Section I.

J. Auxiliary Services Board

The duties of the Board shall be as follows:

1. To meet at least once each semester with the Director of Auxiliary Services at which time the Board would be apprised of the Auxiliary Services being provided and any proposed changes.

2. To give advice and opinion to the Director of Auxiliary Services.

3. To bring to the Council's attention, by majority vote of the Board, areas of concern about the operation of auxiliary services.

4. To submit an annual report, in May, to the Council describing the status of the Auxiliary Services.

K. A.A.U.P. Statements

Section H of the Towson State College Constitution provides that the following documents shall be part of the By-Laws:

1. The AAUP 1940 Statement on Academic Freedom and subsequent statements on Academic Freedom, tenure, and dismissal of faculty members.

2. The AAUP 1966 Statement on Governance of Colleges and Universities.

3. The Joint Statement on Rights and Responsibilities of Students.

These documents are to be found in the pamphlet "AAUP Policy Documents and Reports, 1973 Edition" as follows:

1. Academic Freedom and Tenure, 1940 Statement of Principles and 1970 Interpretive Comments . . . . . Page 1

2. Statement on Procedureal Standards in Faculty Dismissal Proceedings . . . . . Page 5

3. Procedural Standards in the Renewal or Nonrenewal of Faculty Appointment . . . . . Page 8

4. The Standards for Notice of Nonreappointment . . . . . Page 13

5. Committee A Statement on Extramural Utterances . . . . . Page 14

6. 1972 Recommended Institutional Regulations on Academic Freedom and Tenure . . . . . Page 15

7. Statement on Professors and Political Activity . . . . . Page 21

8. Faculty Appointment and Family Relationship . . . . . Page 23

9. Academic Freedom and Tenure in the Quest for National Security. Page 24

10. Report of the Special Committee on Academic Personnel Ineligible for Tenure . . . . . Page 30

11. Report on Retirement and Academic Freedom . . . . . Page 33

12. Statement on Government of Colleges and Universities . . . . . Page 35

13. Joint Statement on Rights and Freedoms of Students . . . . . Page 67

APPENDIX B

CONSTITUTION

OF THE

FACULTY SENATE OF THE STATE COLLEGES OF MARYLAND

In order to provide for participation by the faculties of the Maryland state colleges in the formulation of systemwide policy relating to the colleges, there is hereby created the Faculty Senate of the State Colleges of Maryland (hereinafter referred to as "the Senate").

ARTICLE I

Section 1. Purpose

It shall be the purpose of the Senate to serve as the official voice of the faculties of the Maryland state colleges in matters of systemwide concern; to consider matters concerning systemwide policies and to make recommendations thereon to the Board of Trustees; and to assume such responsibilities and perform such functions as may be delegated to it by the Board of Trustees of the State Colleges.

ARTICLE II

Section 1. Eligibility to Vote.

All full-time members of the faculty at each college shall be eligible to vote in elections held for the purpose of electing or recalling Senators from that college and in elections held for any of the purposes set forth in Article V, Section 1 and in Article VIII, Section 2.

Section 2. Eligibility to Serve as a Senator

Any full-time member of the faculty of a college shall be eligible to serve as a Senator from that college.

Section 3. Membership

The membership of the Senate shall consist of:

(a) two Senators elected from each college regardless of its size; and

(b) one additional Senator elected from each college for every two hundred faculty members or fraction thereof beyond two hundred in such college.

Section 4. Representation for New Colleges

The faculty for each college newly incorporated into the state college system shall elect its first voting Senators in the Spring of the college's first academic year following its incorporation into the system. At any time after incorporation of the college and prior to the time the voting Senators take office, the faculty of the college may send a non-voting representative to meetings of the Senate.

Section 5. Elections

Senators from each college shall be elected by a majority of the votes cast by the faculty of such college. In any year in which an election shall be held at any college, the election results shall be certified to the chairman of the Senate and the Board of Trustees by the president of such college on or before May 1; and the Senators shall take office on or before June 1.

Section 6. Terms of Office

A Senator shall be elected to serve a term of three years, except that the Senate shall establish the length of the initial term of each Senator at the first meeting of the Senate. The Senate shall establish at that meeting appropriate procedures whereby approximately one-third of its members shall be elected each year. A Senator shall be eligible for re-election with the restriction that at least one year must elapse between the end of his second consecutive full term and the beginning of a third full term.

Section 7. Vacancies

In the event that an elected Senator shall be absent for one semester or longer, the faculty of his college shall elect a substitute who shall serve for him during his absence. In the event that an elected Senator shall die or resign from the faculty of his college or from the Senate, the faculty of his college shall elect a successor who shall serve for the remainder of his term.

Section 8. Recall of Senators

A Senator may be recalled by a faculty of a college if, in a special election held for such purpose, a majority of the full-time members of the faculty of such college vote to recall him. In such event, a successor shall be elected who shall serve for the remainder of his term.

Section 9. Faculty Defined

As employed in this Constitution, the term "faculty" shall mean that group of persons at each individual college which are recognized at such college as constituting the faculty thereof.

ARTICLE III

Section 1. Names of Officers

There shall be a President of the Senate, and such other officers as shall be specified in the By-Laws.

Section 2. Duties of Officers

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the By-Laws.

ARTICLE IV

Section 1. Meetings

There shall be at least four meetings of the Senate during each academic year. Additional meetings may be convened by the chairman of the Senate, or by procedure which shall be specified by the By-Laws.

Section 2. Voting

A quorum shall consist of a majority of the membership of the Senate. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

Section 1. Referendum

Any recommendation adopted by the Senate shall be referred to the faculties of faculties of the Maryland state colleges when resolutions requesting such a referendum are adopted by a majority vote of the faculties of at least one-third of the colleges, or when forty percent of the membership of the Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the votes cast in systemwide balloting held for such purpose, provided that forty percent or more of the electorate of each college participate in the balloting.

ARTICLE VI

Section 1. Communications with the Colleges

In order to provide adequate communications with the faculties of the several colleges, the Senate shall circulate to the faculties and to the president of each college materials relevant to the activities of the Senate, such as agenda for and minutes of its meetings, committee reports and information on pending matters.

Section 2. Recommendations of the Senate

All recommendations of the Senate to the Board of Trustees shall be in writing and shall be forwarded to the Board of Trustees at its principal office or at such other place as the Board of Trustees may designate.

ARTICLE VII

Section 1. By-Laws

The Senate may adopt By-Laws consistent with this Constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order

Unless otherwise provided in this Constitution or in the By-Laws, the rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the procedures at and the conduct of the meetings of the Senate and its committees.

ARTICLE VIII

Section 1. Amendments

Amendments to this Constitution may be proposed by the Board of Trustees, or by a resolution adopted by a majority vote of the faculties of at least one-third of the several colleges, or by a majority of those present and voting at a meeting of the Senate.

Section 2. Ratification of Amendment

Ratification shall require a majority of the total vote cast in a systemwide referendum and a majority of the votes cast at each of a majority of the colleges, provided that forty percent or more of the electorate at each college participates in the balloting.

Section 3. Adoption of Amendments

Amendments shall become effective upon ratification by the faculties of the several colleges as stipulated in Section 2 above, and upon approval by the Board of Trustees.

ARTICLE IX

Section 1. Adoption

This Constitution shall become effective upon adoption of same by action of the Board of Trustees.

Section 2. Term

Once adopted, this Constitution shall remain in force and effect, as amended from time to time in accordance with the provisions of Article VIII, until such time as it is terminated by law or by action of the Board of Trustees.

APPENDIX C

ORGANIZATIONAL CHART

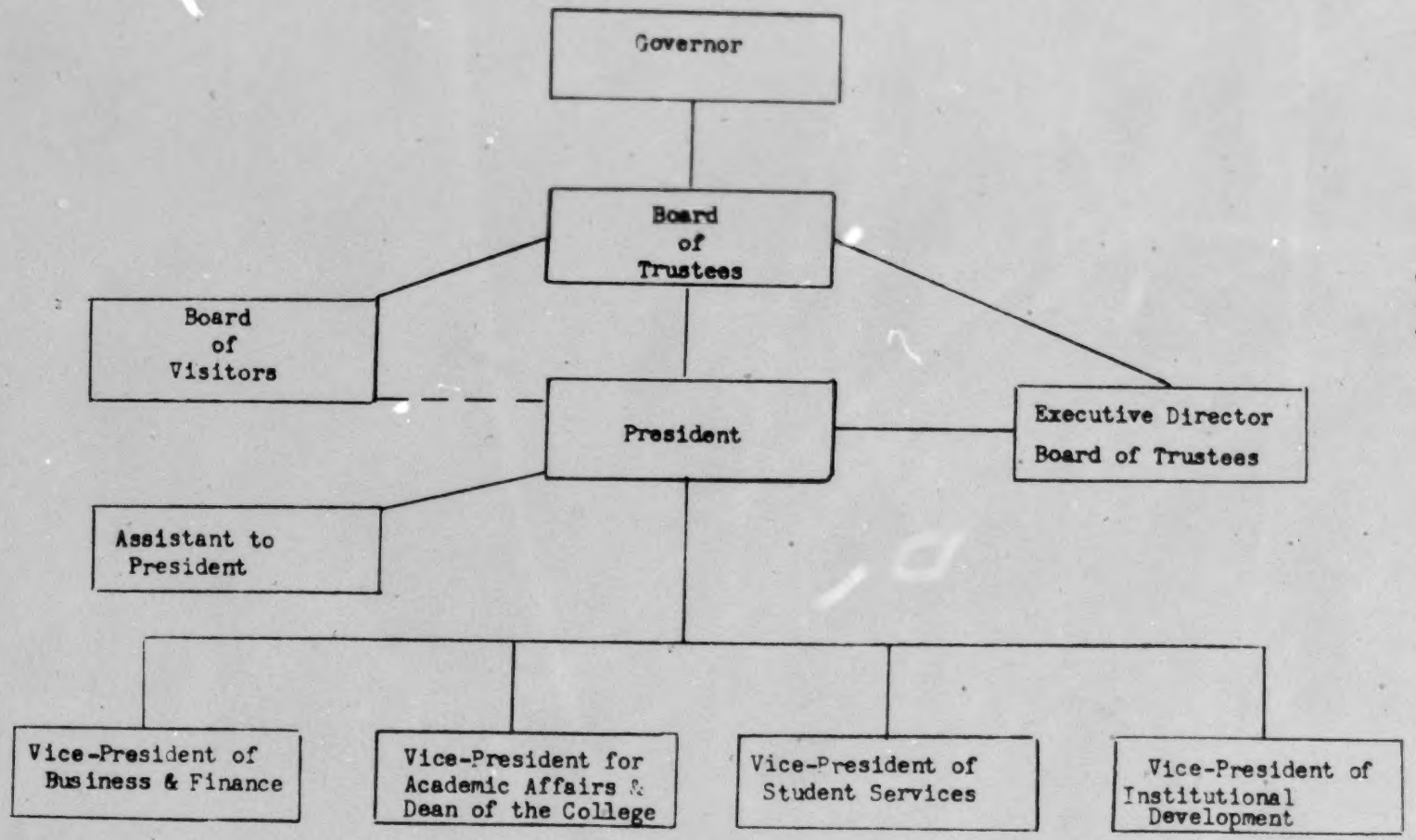


CHART OF RESPONSIBILITIES

OFFICE OF THE DEAN OF THE COLLEGE

DEAN SHAW

Dr. Murphy
Acting Dean
Evening & Summer Program

Mr. Thomas Strader
Library and
College Media Services

Dr. Hathaway
Dean
Graduate Studies

Mr. Julius Chapman
Associate Dean
Minority Relations

DIVISION I

Dr. Ria Frijters
Associate Dean
Social Sciences
Departments

History
Geography &
Environmental Planning
English American Lit.
English World Lit.
Economics &
Political Science
Business Admin.
Sociology &
Anthropology

DIVISION II

Dr. Brungardt
Associate Dean
Humanities
Departments

Theatre Arts
Music
Art
Communication Arts
& Sciences
Philosophy
Modern Languages

Administrative Responsibilities

Arts & Sciences
Major
Asian Arts Project

DIVISION III

Dr. Taylor
Associate Dean
Science
Departments

Mathematics
Biological Science
Physics
Chemistry
Psychology

Administrative Responsibilities

Academic Computer
Liaison

DIVISION IV

Dr. Hauserman
Associate Dean
Education
Departments

General Educ.
Second. Educ.
Elem. Educ.
Early Child Ed.
L. R. C.

DIVISION V

Dr. Sheets
Associate Dean
For Applied Science
Departments

Health Science
Physical Education
Nursing
Instructional
Technology

Administrative Responsibilities

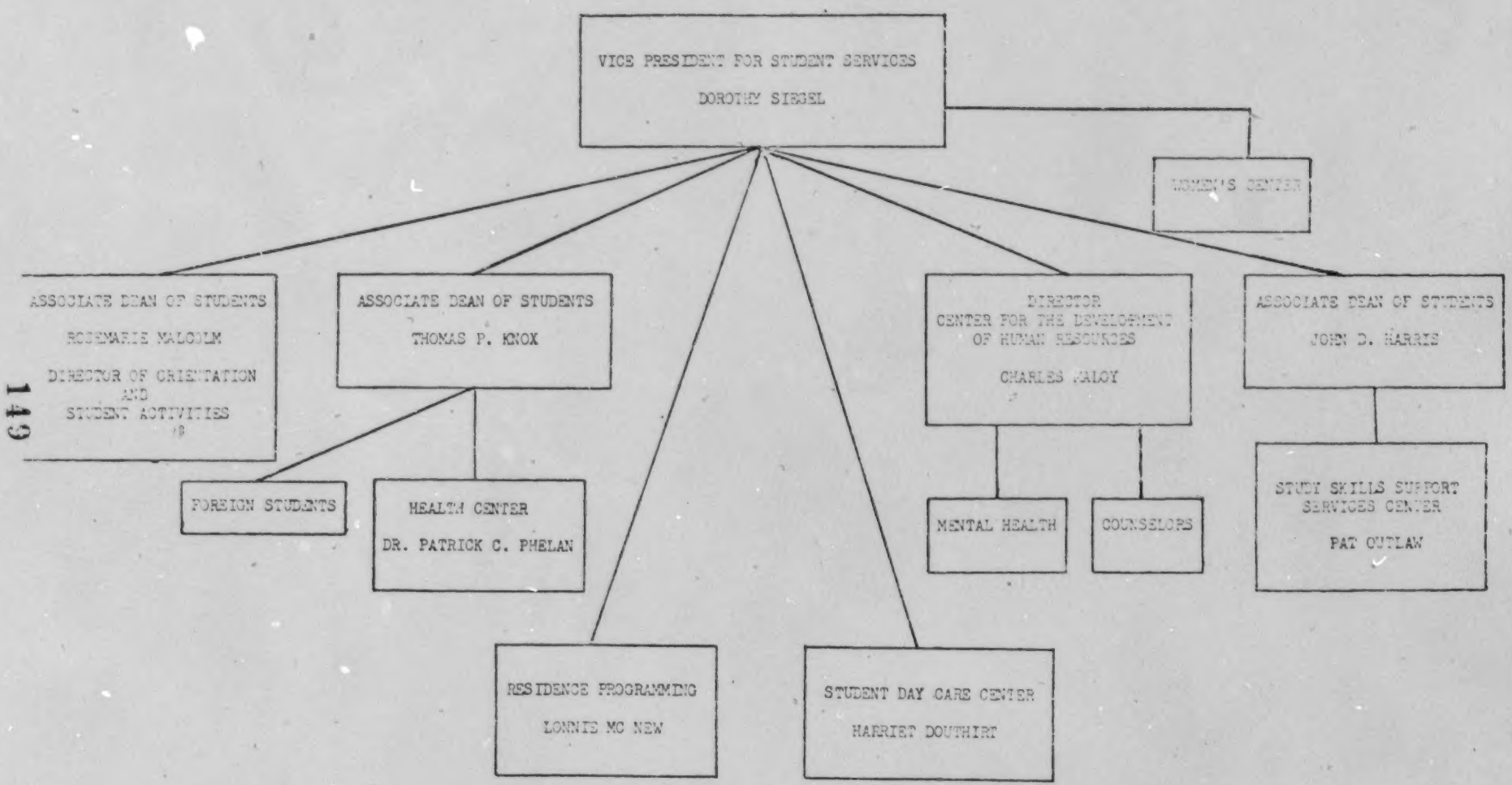
Academic Budget
Allied Health
Coordination

Dr. Murphy
Associate Dean
for Instructional
Services

Admissions
Registrar
Financial Aid
Academic Systems
Research

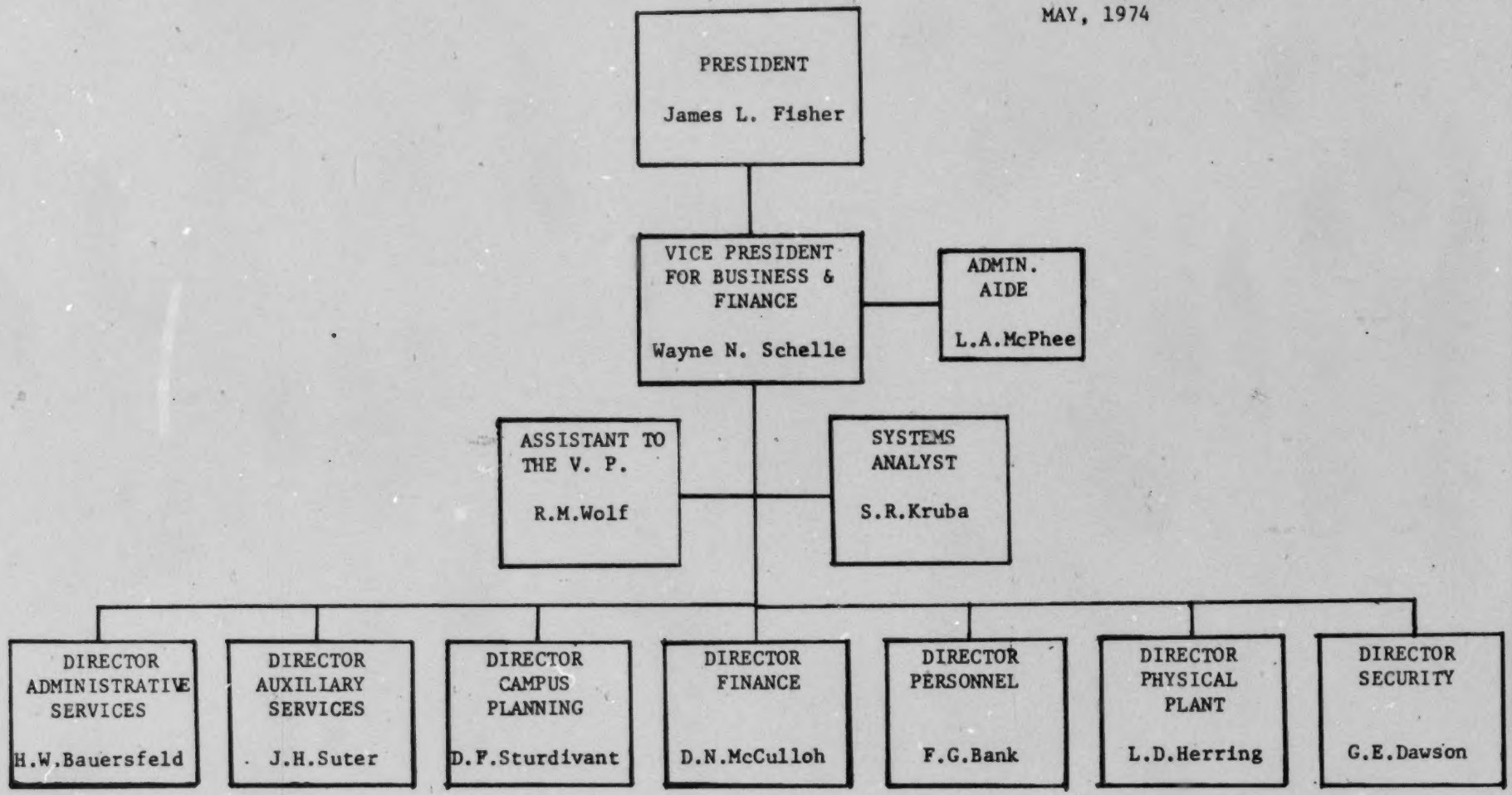
Administrative Responsibilities

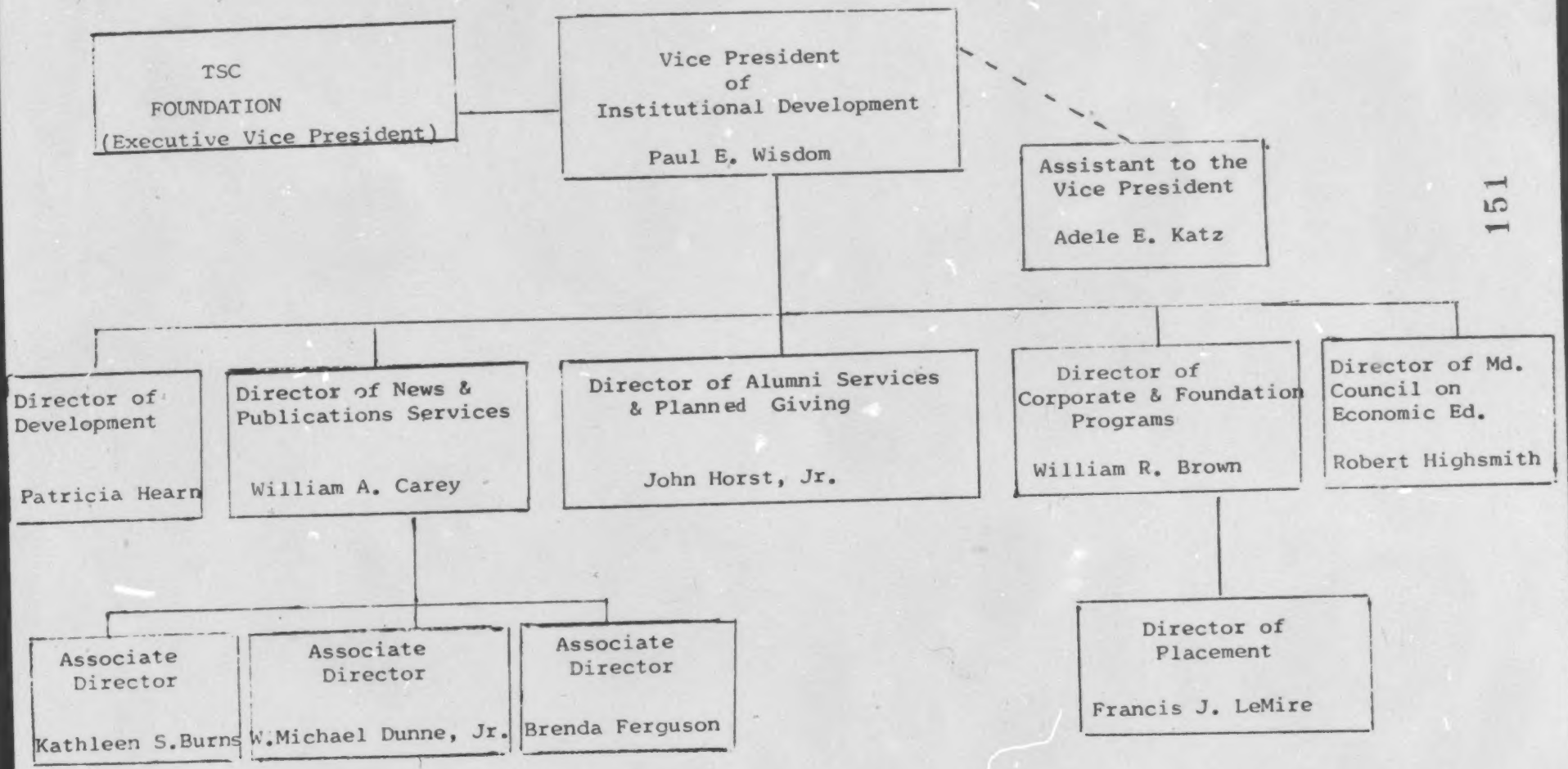
Institutional
Research


VICE PRESIDENT FOR STUDENT SERVICES
DOROTHY SIEGEL
WOMEN'S CENTER
ASSOCIATE DEAN OF STUDENTS
ROSEMARIE MALCOLM
DIRECTOR OF ORIENTATION AND STUDENT ACTIVITIES
ASSOCIATE DEAN OF STUDENTS
THOMAS P. KNOX
DIRECTOR
CENTER FOR THE DEVELOPMENT OF HUMAN RESOURCES
CHARLES VALOY
ASSOCIATE DEAN OF STUDENTS
JOHN D. HARRIS
FOREIGN STUDENTS
HEALTH CENTER
DR. PATRICK C. PHELAN
MENTAL HEALTH
COUNSELORS
STUDY SKILLS SUPPORT SERVICES CENTER
PAT OUTLAW
RESIDENCE PROGRAMMING
LONNIE MC NEW
STUDENT DAY CARE CENTER
HARRIET DOUTHIRT

TOWSON STATE COLLEGE

BUSINESS AND FINANCE DIVISION:
MAY, 1974




TSC
FOUNDATION
(Executive Vice President)
Vice President
of
Institutional Development
Paul E. Wisdom
Assistant to the
Vice President
Adele E. Katz
Director of
Development
Patricia Hearn
Director of News &
Publications Services
William A. Carey
Director of Alumni Services
& Planned Giving
John Horst, Jr.
Director of
Corporate & Foundation
Programs
William R. Brown
Director of Md.
Council on
Economic Ed.
Robert Highsmith
Associate
Director
Kathleen S.Burns
Associate
Director
W.Michael Dunne, Jr.
Associate
Director
Brenda Ferguson
Director of
Placement
Francis J. LeMire

APPENDIX D
Constitution and By-Laws

TOWSON STATE COLLEGE CHAPTER

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS/FACULTY ASSOCIATION

ARTICLE I. NAME AND PURPOSE

A. Name. The name of this organization shall be the Towson State College Chapter of the American Association of University Professors/Faculty Association.

B. Purpose. The purposes of this organization shall be to

1. represent the professional interests of the Faculty of the College,
2. advance the standards, ideals, and welfare of higher education,
3. serve, when properly elected, as the collective bargaining agent and exclusive representative of the faculty,
4. improve the terms and conditions of employment for the faculty.

ARTICLE II. MEMBERSHIP AND DUES

There shall be two categories of membership contingent solely upon the payment of appropriate national and local dues. These are:

A. Active Membership. An Active Member is any faculty member employed by the College with primary responsibility for classroom teaching who has applied for membership and who has paid or is paying national and local dues. Librarians, elected department chairpersons, visiting lecturers, and part-time instructors are included in this definition. Full-time members of the College Administration and classified employees of the College are excluded. Only active members may vote in the elections of the Chapter, hold elective office in the Chapter, or in other ways be concerned with the Chapter as a collective bargaining agency.

B. Non-Bargaining Membership. A non-Bargaining Member is a faculty member as defined in II, A. who has not applied for AAUP membership or who declines to pay local dues. Non-Bargaining Members are entitled to participate in Chapter activities, including service on Committees, but may not vote in Chapter elections, hold elective office in the Chapter, serve on the Steering Committee, nor otherwise participate in the collective bargaining activities of the Chapter.

C. Dues. A combination of national and local dues shall be annually proposed by the Executive Committee and shall be approved by a majority of the voting Active Members, either at a meeting of the Chapter or by mail ballot.

ARTICLE III. OFFICERS OF THE CHAPTER

A. The Chapter shall have a President, Vice-President, Secretary, and Treasurer elected for two year terms.

ARTICLE III. OFFICERS OF THE CHAPTER (continued)

B. The President and Vice-President shall have the duties normally associated with these offices. The President shall call and preside over Chapter meetings, Executive Committee meetings, and shall serve as a member of the Steering Committee. He/she shall serve as an ex-officio, non-voting member of Chapter committees. He/she shall appoint and nominate membership to Committees. The Vice-President shall serve as a member of the Steering Committee and shall keep the Executive Committee informed as to the activity of Chapter Committees.

C. The Secretary and Treasurer shall have the duties normally associated with these offices. The Secretary shall keep the minutes of meetings, maintain the official records of the Chapter, conduct the Chapter correspondence, and keep membership records. The Treasurer shall be responsible for safeguarding and disbursing the Chapter monies and shall present an annual financial report. The Treasurer shall present a copy of the Chapter bank statement to the Executive Committee on a monthly basis. If the administrative duties of the Secretary or Treasurer are performed by a paid employee(s) of the Chapter, the Secretary or Treasurer shall ensure that such duties are performed properly.

ARTICLE IV. DUTIES OF THE EXECUTIVE COMMITTEE

A. The current Chapter officers shall compose the Executive Committee. The Executive Committee may invite non-voting, consulting members to aid in its deliberations.

B. The Executive Committee shall act for the Chapter in carrying out the purposes of the Chapter, shall present annually, subject to ratification by the Active Membership, the schedule of dues and regulations governing their payment, shall establish committees of the Chapter, shall determine the Agenda of Chapter meetings and properly inform the membership of the substance of Agenda items, and shall convene special meetings of the Chapter. Committee appointments and nominations made by the President shall be ratified by the Executive Committee.

C. The Executive Committee shall advise the membership on matters of faculty rights and responsibilities. It shall present to the membership nominees for election to the Steering Committee. Any action taken by the Executive Committee may be overruled by a majority vote of those voting at a meeting of the membership.

ARTICLE V. MEETINGS AND QUORUM

A. Chapter meetings shall be scheduled so that the membership may vote on important issues. At least one meeting shall be held in each of the Fall and Spring semesters.

B. The Executive Committee must call a meeting upon being petitioned by 10% of the Active Members to do so.

C. Regular and petitioned meetings shall be called at least one week prior to the meeting date; meetings for changing the Constitution or BY-LAWS require two weeks notice. If the above advanced notices are given, no quorum of the membership need exist. If the notices are not given, 50% of the Active Members must be present in order for action to be taken. Meetings shall be called at a time and place reasonably convenient to the faculty.

ARTICLE V. MEETINGS AND QUORUM (continued)

D. Except where supplanted in the Constitution or BY-LAWS, the conduct of meetings shall be governed by *Roberts' Rules of Order, Revised.*

ARTICLE VI. THE STEERING COMMITTEE

A. The Steering Committee shall be responsible for conducting the collective bargaining activities of the Chapter. It shall have the power to make policy decisions in achieving the bargaining goals of the Chapter. It shall act as authorized and directed by the membership and shall secure legal advice where appropriate. The Steering Committee shall have the authority to appoint special service committees for research, analysis, or other purposes related to collective bargaining. The Steering Committee may authorize disbursements of Chapter funds subject to the ratification of the Executive Committee. Actions of the Steering Committee shall be submitted to the Executive Committee for review. Any Steering Committee action may be brought to the membership by the Executive Committee for ratification.

B. The membership of the Steering Committee shall be as follows:

1. The President and Vice-President of the Chapter.

2. A representative of the Council of Department Chairpersons.

3. A Collective Bargaining Coordinator appointed annually by the President subject to the ratification of the Executive Committee.

4. One Active Member from each of the academic divisions of the College. These members shall be elected in the Spring semester for one-year terms by a vote of the active members of the Chapter. Vacancies occurring between elections shall be filled by appointment by the Executive Committee.

C. The Steering Committee shall solicit the views of the Active Members and shall keep the faculty apprised of collective bargaining developments. A majority vote of the Active Members present at a meeting called for the purpose shall be necessary to ratify contract or other terms agreed to after negotiations.

The Steering Committee is authorized to establish a Negotiating Team for the purpose of bargaining with the College and/or State of Maryland. The composition and size of the Negotiating Team shall be at the discretion of the Steering Committee. The Negotiating Team shall disband upon ratification of terms agreed to as a result of negotiation. The team may be advised and/or accompanied by legal counsel. The Chapter President may participate in planning and negotiation whether or not appointed to the Negotiating Team. The Negotiating Team is not authorized to approve the disbursal of funds but may request such approval from the Steering Committee.

ARTICLE VII. COMMITTEES

Chapter committees shall be established as described in the BY-LAWS.

ARTICLE VIII. DEPARTMENTAL REPRESENTATIVES

A. The Chapter shall establish a structure for departmental representation. Each departmental representative shall be an active member of the Chapter. The departmental representative will be selected in a manner satisfactory to both the department and the Chapter.

B. Each departmental representative shall be responsible for liaison between the department and the Chapter, for advising the Executive Committee and Steering Committee on problems or questions raised by the department, and for handling AAUP matters in the department.

ARTICLE IX. AMENDMENTS

Amendments to this Constitution may be proposed by any Chapter Member with support of 10% of the membership and must include reasons for adoption. A special meeting for the purpose of approving amendments must be called within one month of their receipt by the Executive Committee. The membership must receive two weeks notice of the meeting and the call of the meeting must include the reasons for adopting the amendments.

April 4, 1974

I. ELECTIONS

1. The annual Chapter election will be held at the April Chapter meeting.

2. The Executive Committee shall determine the date of the election and shall announce same to the faculty at least six weeks in advance.

3. The elective vacancies on the Steering Committee shall be filled each year in this election.

4. The election of Chapter officers shall occur on alternate years.

5. Candidates for Chapter offices and for positions on the Steering Committee must be active members of AAUP (as defined in the Constitution) as of March 1 of the election year.

6. There shall be no limitation as to the number of consecutive one-year terms that a person may serve on the Steering Committee.

7. No person shall serve more than two consecutive two-year terms in the same Chapter office.

8. The Nominations Committee upon notice of the date of the annual election shall accept nominations for the offices and positions to be filled. Nominations shall be made known to the membership through the AAUP NEWS NOTES and/or other available means not later than three weeks before the date of the election. Additional nominations shall be accepted from the floor during the April meeting.

9. The precise election procedure shall be determined by the Executive Committee, but the election shall be by secret ballot at the meeting on the date announced.

10. Election to any office or position shall be by majority of those voting. In the case that no candidate receives a majority there shall be a run-off election between the top two candidates for the vacant office.

11. The Executive Committee shall certify to the membership the results of each election.

II. ELECTED STANDING COMMITTEES

1. There shall be two standing committees (Mediation and Grievance) to be elected by the faculty at large. The election of persons to serve on these committees shall be conducted by the Elections Committee in conjunction with the college-wide elections for other elected standing committees of the College.

2. All tenured faculty shall be eligible to serve on these two committees. Terms of service are for three years.

III. APPOINTED STANDING COMMITTEES

The following are the appointed standing committees of the Chapter and are responsible to the Executive Committee. Other standing committees may be created at a subsequent time. If a need for an additional committee is determined, a proposal shall initiate from or be approved by the Executive Committee and shall be presented to the membership at a regular meeting for approval.

1. COMMITTEE A: To be composed of 3-6 active Chapter members. This committee is to concern itself with all matters pertaining to academic freedom and tenure at the college.

2. COMMITTEE C: To be composed of 3-6 active Chapter members. Committee assumes responsibility in matters affecting the quality of teaching, research and publication.

3. COMMITTEE W: To be composed of 5-10 faculty members. Committee works to remove injustices of all types suffered by campus women.

4. MEMBERSHIP COMMITTEE: To be composed of 3-6 active Chapter members. Works to increase Chapter membership.

5. EXTERNAL RELATIONS/COMMUNICATIONS COMMITTEE: To be composed of 3-6 faculty members. Committee serves as a link to other AAUP affiliates and bodies and to other groups and organizations. Committee also has a public relations function and will develop improved means of communication for the Chapter.

6. SALARY AND FRINGE BENEFITS COMMITTEE: To be composed of 5-10 faculty members. Committee develops statistical material about the economic status of the faculty and is concerned in all areas relating to salary and fringe benefits.

7. ELECTIONS COMMITTEE: To be composed of 3-6 faculty members. Committee conducts college-wide elections for Academic Council and for any other purpose.

8. NOMINATIONS COMMITTEE: To be composed of 3-6 faculty members. Committee is responsible for determining faculty interest in various college and Chapter committees. Committee proposes to the President of the College names of faculty members as nominees for appointment to the standing committees of the Academic Council. Committee also solicits nominations for Chapter elections and will make other nominations as requested.

IV. FORMATION OF COMMITTEES

1. The committee year shall be from October 15 to October 14.

2. Terms of service on all appointed committees shall be for two years and for elected committees terms shall be for three years.

IV. FORMATION OF COMMITTEES (continued)

3. The President of the Chapter shall name the Chairpersons of all appointed committees.

4. Committees shall hold at least two meetings each semester. Committee meetings are open to all faculty who may speak if the committee permits. Executive sessions are permitted, but each time an executive session is held the committee must file a statement of reasons for the action with the Executive Committee.

5. A quorum of a committee shall be a majority of its members. No binding action may be taken without a quorum present.

6. Committee meetings are ordinarily to be conducted informally. However, a committee may adopt formal procedures by majority vote.

7. Committees may remain active during the summer. The chairperson shall seek the will of the committee when school is not in session and shall act in good faith to execute its will. If the will of the committee cannot be determined, the chairperson shall be empowered to act in behalf of the committee.

8. Committees may establish sub-committees from among their own membership or from the faculty in general. Descriptions of such sub-committees and the names of their members shall appear promptly in the committee minutes so that the Executive Committee will become aware of their creation.

9. No faculty member shall serve on more than two standing committees simultaneously.

10. Typing, duplicating, and stenographic service, if otherwise not available, shall be provided through the office of the President of the Chapter.

11. Each standing committee shall designate one of its members as secretary.

12. To assist the Executive Committee in discharging its responsibilities each committee shall:

    send an advance notice of meetings to the Vice President.

    send copies of the minutes of all meetings to the President and Vice President within two weeks after the meeting. The Vice President will review the work of committees and will bring significant matters to the Executive Committee for consideration.

    send, separately from the minutes, statements of policy approved by the committee.

    shall submit to the Executive Committee an annual report of the committee's activities and suggestions for the future.

IV. FORMATION OF COMMITTEES (continued)

13. Should the Executive Committee question the appropriateness of a committee decision, action should be taken as promptly as possible to assure orderly committee work.

14. Committees shall work within these restrictions and shall be bound by the By-Laws of the Chapter.

V. AD HOC COMMITTEES

The method for determining membership for all Ad Hoc Committees will be designated at the time the committee is established. Ad Hoc committees can be established by a general membership meeting, by the Executive Committee or by the President of the Chapter.

VI. AMENDMENTS

Amendments to these By-Laws may be proposed by any Chapter member and must include reasons for adoption. The proposed amendment shall be included in the written notice of the regular meeting or special meeting which follows the submission of the proposal by not more than one calendar month. The membership must receive two weeks notice of this meeting.

VII. REMOVAL OF ELECTED OFFICERS

Officers and elected members of the Steering Committee may be removed for misconduct or dereliction of duties upon the recommendation of the Executive Committee and the vote of a majority of members. In the event such proceedings are conducted, full opportunity to present a defense against the charges shall be afforded to the accused officer both before the Executive Committee before its recommendation, and before the membership before its vote on the matter. In the event an officer resigns during an elected term or is removed as above provided the Executive Committee shall assume the responsibility of filling the vacancy created.

APPENDIX E

S E A L

FACULTY MEMBER'S CONTRACT

STATE COLLEGES OF MARYLAND

STATE OF MARYLAND.....State College

THIS AGREEMENT, made this .....day of ....., 19..., by and between the BOARD OF TRUSTEES OF THE STATE COLLEGES OF MARYLAND (hereinafter called "Board") and .....
(Name of faculty member)

(hereinafter called "Faculty Member")

W I T N E S S E T H:

1. Appointment and Position.

The BOARD does hereby appoint the FACULTY MEMBER indicated above as ....., ... of .....
Rank (e.g., Assistant Professor) (Discipline)

to teach at .....State College at a salary of ....., for a period of .....months beginning ....., 19... and ending ..... 19... The teaching assignment of said FACULTY MEMBER shall be determined by the President at the State College and approved by the BOARD.

2. General Conditions Governing Academic Freedom and Tenure.

The FACULTY MEMBER will enjoy the rights and be subject to the provisions of the BOARD'S Regulations and Procedures Governing Academic Freedom and Tenure as the same may be amended from time to time. A current copy of these Regulations and Procedures have been furnished to the FACULTY MEMBER along with this contract and have been read by him prior to his affixing his signature thereto.

3. Special Conditions.

a. The FACULTY MEMBER shall become a member of the Teachers' Retirement System of the State of Maryland as required by law.

b. The FACULTY MEMBER shall not vacate his appointment during the school year, except in case of emergency. If the FACULTY MEMBER desires to terminate this Agreement for the succeeding year, he shall give written notice of termination to the President of the College no later than May 15. In cases of hardship or emergency, the College may, but shall not be compelled to, waive the notice requirement.

c. The FACULTY MEMBER shall be entitled to the same sick leave benefits per month as are provided for all State Merit System employees supplemented by whatever additional benefits the College may from time to time provide.

d. The FACULTY MEMBER, with the written consent of the President, may engage in limited employment for remuneration outside the College or carry a limited amount of part-time

graduate work during the regular academic year provided that such activities on the part of the FACULTY MEMBER would not unduly interfere with the FACULTY MEMBER'S duties at the College.

4. Additional Conditions.

* * * * * * * * * * * * * *

Date	Faculty Member	Date	President of the College

Board of Trustees of the State Colleges

By _____
Chairman or Executive Director

Date

APPENDIX F

REGULATIONS AND PROCEDURES GOVERNING ACADEMIC FREEDOM AND TENURE IN THE MARYLAND STATE COLLEGES UNDER THE JURISDICTION OF THE BOARD OF TRUSTEES OF THE STATE COLLEGES

Preamble

These Regulations and Procedures governing academic freedom and tenure in the Maryland State Colleges form a part of the employment contract entered into between the Board of Trustees of the State Colleges and the faculty members appointed by said Board. The term "faculty member" as used in these Regulations and Procedures shall mean persons appointed to full-time teaching and/or faculty research positions at the State Colleges.

These Regulations and Procedures may be amended from time to time by the Board and shall be applicable to all faculty members as and when amended, except that a faculty member's attainment of tenure shall in all cases be determined by the regulations of the Board in force at the time of his initial appointment.

Article One

Faculty members shall enjoy full freedom in research, publication, and teaching within the academic disciplines of their competence, provided that such research and/or publication does not interfere with their performance of assigned duties.

A faculty member is a citizen, a member of a learned profession, and an officer of the State College to which he is appointed. When he speaks or writes as a citizen, he shall be free from institutional censorship or discipline, but his special position at the college imposes special obligations. Accordingly, a faculty member must be an authorized spokesman for an institution when professing to speak for that institution or for any division or department thereof.

Article Two

Pursuant to the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure and to the 1958 Statement on Recommended

Institutional Regulations on Academic Freedom and Tenure, the Board establishes the following Regulations and Procedures to implement those principles.

Section One. The Board recognizes that financial security is necessary to enable faculty members to render maximum service to the institutions where they are appointed. To establish such security, faculty members appointed for the academic year commencing September, 1970, and thereafter shall attain permanent tenure at the college to which they are appointed in accordance with the following regulations:

1. The initial appointment shall be of a probationary nature, and shall be for a period extending to the end of the first academic year. Such probationary appointment shall be automatically renewable for additional periods of one full academic year each, unless the college president shall give written notice of the nonrenewal of appointment for any succeeding academic year as follows:

   a. Not later than March 1 during the initial period of probationary appointment (July 1 if the initial period of probationary appointment begins after January 15).

   b. Not later than December 15 during the second year of probationary appointment.

   c. Thereafter, not later than at least twelve (12) months prior to the expiration of an appointment.

2. In the case of an instructor, the total number of his annual probationary appointments (including the initial appointment if less than one year) shall not exceed seven at that institution.

3. In the case of an assistant professor, the total number of his annual probationary appointments (including the initial appointment if less than one year) shall not exceed four at that institution.

4. In the case of an associate professor and a full professor, the total number of their annual probationary appointments (including the initial appointment if less than one year) shall not exceed three at that institution.

5. The length of probationary appointment shall be determined by the rank of the faculty member at the time of initial appointment; except that in the case of an instructor who is thereafter promoted, the

length of his probationary appointment shall be determined by his rank at the time of said promotion, with full credit granted for the total number of previous annual probationary appointments served as an instructor.

6. In every case, upon completion of the maximum number of probationary appointments, the faculty member shall attain permanent tenure. The Board may, in exceptional cases, decrease the length of the probationary period or, with the consent of the faculty member concerned, increase the length of the probationary period.

Section Two. After a faculty member has attained permanent tenure, he may not be dismissed except for reasons authorized by the laws of Maryland and in accordance with the procedures established by the Board.

Section Three. To ensure academic due process, a faculty member who has attained tenure or whose term of appointment has not expired may be dismissed only in accordance with the following procedures:

Procedural Standards

1. Preliminary Proceedings:

The appropriate college administrators ordinarily should discuss the matter with the faculty member concerned in personal conference. The matter may then be terminated by mutual consent. If an adjustment does not result, the college president will refer the matter to a standing committee to be established on each State College campus entitled the Faculty Mediation Committee which will consist of five tenured faculty members elected by secret ballot by the faculty of that college. This committee, charged with the function of rendering confidential advice in such situations, shall informally inquire into the situation to effect an adjustment if possible. If none is effected, the committee shall determine whether in its view formal proceedings to consider the faculty member's dismissal should be instituted. If the committee does recommend that such proceedings be instituted, or if the president of the college, even after considering a recommendation of the committee favorable to the faculty member concerned, expresses his conviction that such proceedings shall be instituted, action shall be commenced according to

the procedures which follow. Except where there is disagreement between the college president and the committee, a statement with reasonable particularity of the grounds proposed for dismissal of the faculty member shall jointly be formulated by the college president and the committee. If there is disagreement, the statement shall be formulated by the college president or his designated representative. If this committee shall fail to take its final action within ten (10) academic working days after the matter has been referred to it, the college president may institute formal proceedings.

2. Formal Proceedings:

The formal proceedings shall be commenced by the college president addressing a communication to the faculty member, said communication to include the following minimum information: (a) the statement with reasonable particularity of the grounds proposed for dismissal; (b) notice that, if he makes a written request to the college president for a hearing within five (5) days of receipt of the aforesaid communication, a hearing to determine whether the faculty member shall be dismissed will be conducted;and (c) information, either in detail or by reference to published regulations, of the procedural rights to be accorded the faculty member. The college president also will send a copy of said communication to the Executive Director of the Board for his information. Providing a written request for a hearing has been made by the faculty member to the college president within five (5) days of the faculty member's receipt of the aforesaid communication, the hearing shall be held within thirty (30) days but not sooner than fifteen days after the receipt by the college president of the faculty member's request for a hearing. The hearing will be conducted on the faculty member's own college campus by a standing committee entitled the Faculty Hearing Committee which will consist of not less than five tenured faculty members elected by secret ballot by the faculty of that college. A faculty member elected to serve on the Faculty Mediation Committee shall not be eligible to serve on the Faculty Hearing Committee. The recommendations of the Faculty Hearing Committee shall be given within five (5) days of the hearing, shall be advisory only, and shall be forwarded to the Executive Director of the Board.

3. Role of the Board of Trustees:

After the recommendation of the Faculty Hearing Committee has been rendered to the Executive Director of the Board, or if there has been no request by the faculty member for a hearing before that committee (in which case the Faculty Hearing Committee shall make no recommendation), the college president may recommend to the Board that the faculty member be dismissed. The Board may not dismiss the faculty member unless the faculty member is furnished a copy of the charges against him and is provided an opportunity of being heard in person, or by counsel, in his own defense, before the Board upon not less than ten (10) days written notice. At this Board hearing, the faculty member concerned shall be entitled to be represented by counsel of his choosing, to be confronted by those who wish to give evidence against him, to cross-examine such witnesses concerning the evidence they present, and to summon witnesses and to produce documents on his own behalf. In all such cases the faculty member concerned shall be supplied with all papers and documents relevant to the case and held by the college administration, the Faculty Hearing Committee, the Board of Trustees, or any of them. A complete transcript of the hearing conducted by the Board of Trustees shall be maintained at Board expense and shall be furnished by the Board to the aggrieved faculty member and to the president of the institution who initiated the proceedings.

4. Suspension of the Faculty Member:

Suspension of the faculty member by the college president during any of the proceedings involving the faculty member is justified only if immediate harm to the faculty member is threatened by his continuance. Any such suspension imposed will be with pay, unless legal considerations forbid.

Section Four. When the employment of a tenured faculty member is to be terminated because of discontinuance of his position or because of lack of funds to pay his salary, notice must be given at least one year prior to the effective date of termination, and faculty members so terminated shall be classified as furloughed faculty in the inverse order of their termination. Furloughed faculty members shall be entitled to be appointed within two years of their termination to vacancies which exist, or which

may develop, in the same academic discipline in any of the colleges under the jurisdiction of the Board, if they possess the professional qualifications announced as requisites for such positions. In making appointments from the furloughed list, due regard shall be given to seniority so that those first to be dismissed shall be first to be re-appointed.

Article Three

In cases not involving dismissal, if a faculty member presents to the Faculty Mediation Committee in writing prima facie allegations of infringement of academic freedom as defined in Article One and/or in the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, the Faculty Mediation Committee shall informally inquire into the situation to effect an adjustment, if possible. If no mutually agreeable adjustment is effected, the Faculty Mediation Committee shall make a recommendation on the matter to the Faculty Hearing Committee. The Faculty Hearing Committee shall conduct a hearing on the matter within a reasonable time after notifying all persons involved of the faculty member's allegation and the recommendation of the Faculty Mediation Committee. If the Faculty Hearing Committee concludes that there has been an infringement of academic freedom, a committee of the Board shall investigate the matter, and its decision shall be final.

At all stages of these proceedings, the burden of proof shall be upon the faculty member who has alleged infringement of academic freedom.

May 13, 1970

ACADEMIC FREEDOM AND RESPONSIBILITY

A Report of the Ad-Hoc Committee On Academic Freedom and Responsibility

In its meeting of January 4, 1971, the Academic Council voted support of a statement (extracted from an AAUP state of October 31, 1970) on the need for a more active student and faculty role in guarding academic values. It also directed its chairman "to establish an ad-hoc faculty and student committee to study recommendations of the A.A.U.P. and all other available material on Academic Freedom and Responsibility, and to bring to the Academic Council a statement incorporating guidelines for academic responsibility at Towson State College." (Underlining added)

This report of that ad-hoc committee is in 4 parts.

Part 1 attempts to describe how the committee went about its work.

Part 2 presents some of the basic lines of reasoning and/or arguments for some of the committee's proposals. Comments are also in the body of the Statement.

Part 3 and 4 contain the actual proposals of the committee.

Part 3 is a statement of Rights and Responsibilities (modeled after that proposed by the Carnegie Commission on Higher Education; see Appendix II) with comments. The Academic Council will be asked to accept the statement in so far as it relates to faculty, and to recommend its acceptance for the other groups of the college community: student body, administration, staff, and Board of Trustees.

Part 4 contains recommendations for the Academic Council to:

1. create an ad-hoc committee in the fall of 1971 to study means of implementing various provisions in the statement.
2. go on record as supporting the notion of "privileged communication" for faculty members in their role as counselors of students.

A short bibliography with some comments is provided to direct members of the college community who wish to join in studying this problem.

PART I

Progress of the Committee

Because of intersession and illness of the chairman, the committee was not convened until the beginning of March. Due to absences of various members at this and subsequent meetings, and to the agreement that Dean Shaw should not serve in a working capacity (see Part 2, Rights and Responsibilities),

Professor Plante was asked to appoint an additional faculty member for the committee. Dr. Mruck thus joined the committee in early April.

Some early work

Early in its deliberations, the committee decided to restrict its recommendations strictly to the area of faculty rights and responsibilities. It did so for the following reasons:

1. the original excerpt from the AAUP statement itself was restricted to the faculty.
2. since the Student Rights and Responsibilities Committee has proper jurisdiction in these matters concerning students, it was thought more fruitful to avoid some overlap. The recommendations of this committee were actually drawn up with students very much in mind, but we feel the Student Rights and Responsibilities Committee should review the statements before the Academic Council acts on them as they relate to students.

In order to prevent any misunderstanding about the committee's intent, the President of the SGA was made cognizant of the decision and the reasons for it.

Also early in its work, the committee rejected the possibility of returning to the Academic Council with the recommendation that nothing be done. Aside from the charge from the Academic Council for a statement, there was unanimity from all quarters in the writings we encountered that greater care should be given to more explicit expression of the responsibilities which the various members of the college community have. Increasing pleuralism in the college community and changing concepts about the function of the college (serving no longer in loco parentis, and functioning no longer for its students as a special judicial unit within the community at large) are seen to have led to a situation where implicit understandings and informal admonitions may not be enough to cope with many of the possibilities.

Task

The committee therefore saw its task as that of:

1. gathering, expressing, and reaffirming many of the rights and responsibilities which have traditionally been the basis of the college community;
2. articulating statements in some important areas in response to contemporary concerns and conditions;
3. suggesting to the Academic Council some matters of implementation which need to be considered if the spirit of the proposed statement is to be carried out.

Form of Statement

The basic form of the document is taken from a Model Bill of Rights and Responsibilities proposed by the Carnegie Commission on Higher Education for all the members of the college community: faculty, students, administrators, staff, and trustees. The Commission argued that a statement of Rights and Responsibilities is best, both unified, and fair, when it takes all into account; and the committee found this argument persuasive. Thus, though limited formally to faculty throughout its discussions, the committee in fact tried to consider the problems in the whole context. In fact, it is impossible to consider faculty rights and responsibilities without considering them vis a vis students, and other members. The statement is intended, with few modifications and additions, to be acceptable for the whole college community, Board of Trustees included. We suggest that the AC pursue the possibility of this acceptance.

The committee felt that comments were necessary on a number of items, though their inclusion in the general body of rights and responsibilities would have been distracting. Those comments not surrounded by parentheses are intended to be adopted with the statement in the format given, and should do much to clarify the intent of the items.

Likewise, the cross-referencing to various pertinent documents, most of which have been accepted by the college, should facilitate the task of any member, new or old, trying to inform himself on what rights and responsibilities he shares.

PART 2

SOME BASIC LINES OF REASONING

Rights and Responsibilities

The committee affirms the principle of shared governance in a college community: the members of groups should share in determining the policies and regulations which involve them (see II.H. in the Statement of Rights and Responsibilities, in Part 3). We feel this right carries with it the responsibility for upholding standards which have been set and agreed upon. Thus, since strictly the work of the committee involved only faculty rights and responsibilities, it was felt appropriate that Dean Shaw should be excused as a working member of the committee after the first meeting.

This principle of rights with responsibility has also led us to write the Statement in a positive manner, first affirming the rights, then stating the concomitant responsibilities.

Section I for the most part contains reaffirmation of basic rights enjoyed by all citizens.

D and E are related items. Most colleges have abandoned the notion of in loco parentis as has Towson State College. To demand that members have all the rights and protections of the general law, and then to ask special immunities is inconsistent and impossible to maintain.

Section II of the Statement contains rights and responsibilities, many of which are related to those in Section I, all especially relevant to the nature of the educational process. The Statement reaffirms the importance of the traditional rights and freedoms in A, and some concomitant obligations in B.

Recourse (see also comment to II.F.)

It is clear to the committee that most of the on-going activities of a faculty member in the educational process have been covered in some way in the Report on Faculty Evaluation (see especially I.A., Sources for Evaluation; and III.B., General College Requirements of All Faculty Members.). There are appropriate mechanisms in the evaluation process, centering in the department, for maintaining high standards. It is through these that the college's basic maintenance of high faculty standards must be carried out. There is no effective substitute.

Situations do exist, however, where the methods and criteria of such evaluation are not applicable. They are in the realm of extra-departmental, extra-academic activities, such as political demonstrations. They may often be completely unrelated to professional competency; yet they may in isolated instances lead to a violation of the basic rights of others in the college community as stated in Sections I, and II. For such situations the committee feels that the injured should have the right of recourse (Section II.F.)

However, it is not only inappropriate, but, we feel, highly undesirable, that a department should consider such activities in their evaluation since they need not be related to professional competence. (We realize, of course, that such activities could affect a faculty member's proficiency, and thus be legitimately considered.) Routine consideration of such activities and their related beliefs in a professional evaluation would violate academic freedom and destroy the very things we are attempting to save: freedom of thought and free inquiry. Further, we see it as inconsistent with the principle of self-maintenance of standards to leave the matter to the administration by default. We propose that an all-college committee and board of faculty would be the best vehicle to cope with such possible situations.

Part 4 of the report proposes an ad-hoc committee of the Academic Council to study the formation of such a board and its functions.

Such a board could also be useful in a case involving academic and departmental activities where action is appropriate, but where a department or the administration might find it difficult to act.

Section III of the Statement relates for the most part to obligations of the college and trustees to provide the freedoms necessary for the Rights and Responsibilities of Section I, and II.

Strikes - Item G deals with the problem of strikes. Though State employees cannot strike, the section on legal strikes is for the possible eventuality of legal strikes.

The Committee accepts the validity of a strike as a means of moral protest. It feels strikers in this situation must, however, be willing to accept the consequence of not living up to their obligations, either contractual (as in the case of faculty, staff, and administration) or academic (in the case of students and faculty). Without being vindictive and harsh, it does seem to us that any other alternative vitiates the strength of an argument claiming moral conviction. It is hard to expect that people accept the college as the only place in society where strikes are cost-free to the participants.

It is outside the scope of this report to present specifics on when and how denial of pay and academic credit should be invoked. Any policies and procedures should be arrived at per the last statement in Section III, right after G.

Section IV deals with policies and procedures in enforcing campus standards. It affirms the rights of a person against whom charges have been brought, and reaffirms due process. Towson already has statements and policies respecting these rights.

Some of the structures for implementation also already exist: the College Judicial Board, and the Faculty Hearing Committee. However, in the case of the latter, the function seems limited to cases of dismissal or non-renewal of contract for faculty members, or cases of violation of academic freedom, and only when a member brings charges against the college. It is questionable that any existing college structure could legally take over the function necessary under the provisions of the suspension policy (see Appendix O in the Faculty Handbook) for faculty.

See the earlier discussion, under Recourse, and later in this report, Part 4, for the committee's proposal.

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Whereas: the Academic Council is convinced that members of the academic profession, both in absolute terms and when compared with other groups in society, have been extremely successful in upholding high standards of behavior in their professional work and in their lives in the society at large;

Whereas: there is much to testify to the extreme dedication and humanity of so many in the academic world;

Whereas: nothing in its action shall be construed in the contrary;

The Academic Council of TSC adopts The Statement of Rights and Responsibilities in so far as it applies to faculty and students.

PART 3

STATEMENT OF RIGHTS AND RESPONSIBILITIES

for Towson State College

Faculty, Students, Administrators, Staff, and Board of Trustees

MEMBERS OF THE TOWSON STATE COLLEGE COMMUNITY HAVE THE RIGHTS AND RESPONSIBILITIES OF ALL CITIZENS, AS WELL AS THOSE OF THEIR PARTICULAR ROLES WITHIN THE COLLEGE COMMUNITY. ALL MEMBERS SHARE IN THESE RIGHTS, AND HAVE A CONCOMITANT OBLIGATION TO RESPECT THE EXERCISE OF THESE RIGHTS BY OTHERS:

- THE FUNDAMENTAL RIGHTS OF CITIZENS;
- THE RIGHTS OF MEMBERS BASED UPON THE NATURE OF THE EDUCATIONAL PROCESS;
- THE RIGHTS OF THE COLLEGE;
- THE RIGHTS OF MEMBERS TO REPRESENTATION: IN ESTABLISHING FAIR AND EQUITABLE PROCEDURES FOR DETERMINING WHEN AND UPON WHOM PENALTIES FOR VIOLATION OF CAMPUS RULES SHOULD BE IMPOSED, AND IN IMPLEMENTING THESE POLICIES.

I. AS CITIZENS, MEMBERS OF THE CAMPUS ENJOY THE SAME BASIC RIGHTS AND ARE BOUND BY THE SAME RESPONSIBILITIES FOR RESPECTING THE RIGHTS OF OTHERS, AS ARE ALL CITIZENS.

A. Among the basic rights are freedom of speech; freedom of press; freedom of peaceful assembly and association; freedom of political beliefs; and freedom from personal force and violence, threats of violence, and personal abuse.

B. Freedom of press implies the right to freedom from censorship in campus newspapers and other media, and the concomitant obligation to adhere to the canons of responsible journalism.

C. It should be made clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.

D. The campus is not a sanctuary from the general law.

E. The campus does not stand in loco parentis for its members.

F. Each member of the campus has the right to organize his or her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into, and does not interfere with the rights of others or the educational process.

G. Admission to, employment by, and promotion and remuneration within the campus shall accord with the provisions against discrimination in the general law.

Comment: this refers to discrimination on the basis of race, creed, age, sex, or national origin.

II. ALL MEMBERS OF THE CAMPUS HAVE RIGHTS AND RESPONSIBILITIES BASED UPON THE NATURE OF THE EDUCATIONAL PROCESS, AND THE REQUIREMENTS OF THE SEARCH FOR KNOWLEDGE AND WISDOM AND ITS FREE PRESENTATION. THESE RIGHTS AND RESPONSIBILITIES INCLUDE:

A. The freedom to teach, to learn, and to conduct research and publish findings in the spirit of free inquiry.

1. The spirit of free inquiry is central to an academic institution and the process of education; it is no less "... the touchstone of our character as a people, the proved source of our national strength. Its defilement in any area of our society is a threat to the entire body politic." (AAUP Statement of 1956)

2. Institutional censorship, and individual or group censorship of the expression of opinions of others are inconsistent with this freedom. While an individual (or group) has the right to persuade any part of the college community to his opinion, he may not finally impose his views on it.

3. Freedom to teach and to learn implies that the teacher has the right to determine the specific content of his course, within the established course definition, and the responsibility to fulfill contractual obligations and not to depart significantly from his area of competence or to divert significant time to material extraneous to the subject matter of his course.

Comment: this is consistent with the 1940 AAUP definition of academic freedom, which the college holds basic to the spirit of free inquiry.

4. The spirit of free inquiry implies that the professor respects the student's:
   a. freedom of expression, and
   b. right against improper academic evaluation.

Comment: the following excerpt from the Joint Statement on Rights and Freedoms of Students, accepted by the TSC Senate in 1969 -70, is relevant for clarification:

II. In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

5. The spirit of free inquiry implies that (except under conditions of national emergency) no contracted research in which the results are intended to be secret is to be conducted on the campus.

Comment: this refers to classified research; this does not imply that an investigator must tell anyone his latest unpublished results, nor does it imply that he does not have the right of patent and copyright.

B. The concomitant obligation to maintain high standards of scholarship and of professional dedication and performance.

1. Members of the community should be aware of their responsibilities, as expressed in the various handbooks for faculty, students, administration, and staff, and including the AAUP Statement on Professional Ethics of 1969, and the Report on Faculty Evaluation.

2. A full-time appointment implies primary commitment to the responsibilities of that position. Extramural services by a member which results in additional burdens to his peers should be undertaken by mutual agreement of the persons involved and should be a matter of record.

Comment: this does not refer to instances

of extramural services where there is reduction of load, or a leave of absence*; perhaps accompanied by adjustment of compensation. In the latter cases, the following statement from the AAUP Statement on Professors and Political Activity is applicable:

> 4. A faculty member seeking leave should recognize that he has a primary obligation to his institution and to his growth as an educator and scholar; he should be mindful of the problem which a leave of absence can create for his administration, his colleagues, and his students; and he should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments in his favor are made, such as a reduction of workload, he should expect them to be limited to a reasonable period.

C. Obligation not to:

1. interfere with the freedom of members of the campus to pursue normal academic and administrative activities, including freedom of movement;

2. infringe upon the right of members of the campus to privacy in offices, laboratories, and dormitory rooms; and in the keeping of personal papers, confidential records, and effects, subject only to the general law and to conditions voluntarily entered into.

3. violate the right against improper disclosure of information. Campus records on its members should contain only information which is reasonably related to the educational purposes or safety of the campus.

> Comment: for clarification, refer to the Joint Statement on Rights and Freedoms for Students. Any information on any member released under conditions other than as part of an obligation under general law, or as part of normal academic procedures (transcripts, etc.), shall be released only with written consent of the member involved. The member may exercise his right to receive a copy of all information released.

4. interfere with any member's freedom to hear and to study unpopular and controversial views on intellectual and public issues.

> * The term "leave of absence" does not include sabbatical leaves, which are essential to the self-renewal of the faculty member, and which should be considered both a necessary condition and a right of his employment.

D. Right to identify oneself as a member of the campus and a concurrent obligation not to speak or act on behalf of the college without authorization. In cases of being misrepresented by the press and others, the member of the college shall not be held responsible. Comment: this is consistent with the AAUP Statement on Extramural Utterances.

E. Right to hold public meetings in which members participate, to post notices, and to engage in peaceful, orderly demonstrations.

Reasonable and impartially applied rules shall be established regulating time, place, and manner of such activities and allocating the use of facilities.

F. Right to recourse if another member of the campus is negligent or irresponsible in performance of his responsibilities.

G. Right to recourse if another member of the campus represents the work of others as his or her own.

H. Right to be heard, considered, and represented at appropriate levels of the decision-making process about policy matters of direct concern.

I. Right to expect of members of the campus community who have continuing association with the campus, and/or who have substantial authority and/or security, to maintain an environment conducive to respect for the rights of others and fulfillment of academic responsibilities.

1. Tenured faculty should maintain the highest standards in performance of their academic responsibilities.

2. Administration and staff should maintain the highest standards in providing a physical environment which will enable the academic process to flourish.

J. Right to expect that Trustees exercise their particular responsibility to protect the integrity of the academic process from external and internal attacks; and to prevent the political or financial exploitation of the campus by any individual or group.

III. THE COLLEGE (AND ANY DIVISION OR AGENCY WHICH EXERCISES DIRECT OR DELEGATED AUTHORITY FOR THE COLLEGE, SUCH AS THE ADMINISTRATION, THE BOARD OF TRUSTEES, AND THE ACADEMIC COUNCIL AND ITS COMMITTEES) HAS RIGHTS AND RESPONSIBILITIES OF ITS OWN. THESE INCLUDE:

A. Right and obligation to provide an open forum for members of the campus and guests to present and debate academic and public issues.

B. Right to prohibit:

1. individuals and groups who are not members of the campus from using its name, its finances, and its physical and operating facilities for commercial or political activities.

Comment: such prohibitions, when exercised, must be applied impartially.

C. Right and obligation impartially:

1. to provide for members of the campus the use of meeting rooms under the rules of the campus, including use for political purposes such as the meeting of political clubs;

2. to prohibit use of its rooms by individual members on a regular or prolonged basis as free headquarters for political campaigns;

3. to prohibit use of its name, its finances, and its office equipment and supplies for any political purpose at any time.

Comment: "Its" is used throughout Section III to refer to the "college and any division or agency which exercises direct or delegated authority for the college." The provisions do not prevent the SGA, for example, from allowing political groups to use SGA equipment and supplies.

D. Right and obligation not to take a position, as a college, in electoral politics or on public issues, except on those issues which directly affect its autonomy, the freedom of its members, its financial support, and its academic functions.

Comment: The SGA, the Faculty Association, and groups of members are not included in this provision.

E. Right and obligation to protect:

1. the members of the campus and visitors to it from physical harm, threats of harm, or abuse;

2. its property from damage and unauthorized use;

3. its academic and administrative processes from interruption.

F. Right to require that persons on the campus be willing to identify themselves by name and address, and demonstrate what connection, if any, they have with the college.

G. Right to deny pay and academic credit to members of the campus who are on strike; and

the concomitant obligation to accept legal strikes* legally conducted, without recourse to dismissal of participants.

* State employees cannot strike legally at this time. However, this item from the Carnegie model is retained for the possibility.

It is understood that all policies and procedures for fulfilling the rights and responsibilities of this section (III) shall be established and implemented in a manner consistent with the rights of all members of the college to be heard, considered, and represented at the appropriate levels of the decision-making process.

IV. ALL MEMBERS OF THE CAMPUS HAVE A RIGHT TO:
REPRESENTATION IN THE FORMULATION OF, AND
PROTECTION OF: FAIR AND EQUITABLE POLICIES AND PROCEDURES WHICH SHALL DETERMINE THE VALIDITY OF CHARGES, AND THE EXTENT OF PENALTIES.

A. Campus rules and regulations and the range of penalties for any violation should be clearly and publicly made known.

B. Procedures should be structured to:
1. facilitate a reliable determination of the truth or falsity of charges;
2. insure fairness to all parties;
3. insure consideration of charges without undue delay.

C. Charges of minor infractions penalized by small fines or reprimands which do not become part of permanent records, may be handled expeditiously by the appropriate structure. Persons penalized have the right of appeal.

D. In the case of charges of infractions which may lead to notation in permanent records, or to more serious penalties, such as suspension or expulsion, members of the campus have a right to due process, including the right of appeal.

E. Members of the campus charged or convicted of violations under general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule essential to the continuing protection of other members of the campus or to the safeguarding of the educational process.

PART 4

Committee and Panel for Recourse

Whereas: the Academic Council has affirmed the conviction that members of the academic profession, both in absolute terms and when compared with other groups in society, have been extremely successful in upholding high standards of behavior in their professional work and in their lives in the society at large;

• that there is much to testify to the extreme dedication and humanity of so many in the academic world;

that nothing in the Statement of Rights and Responsibilities should be construed in the contrary;

: the highest standards are expected from the teaching profession;
: we must be willing to expose ourselves to scrutiny for betterment;
: a sign of our high purpose will be our willingness to deal justly but firmly with any few among us who may not share our important commitment to free inquiry, and to teaching and learning excellence;
: any statement related to rights and responsibilities is not very meaningful unless good methods of maintaining these standards exist;

The Academic Council hereby charges for the fall of 1971 the Chairman of the Academic Council to appoint an ad-hoc committee

to study the formation and/or functioning of an all-college committee to serve in the capacities mentioned in Part 2, Recourse, of the report of the Ad-hoc Committee on Academic Rights and Responsibilities; and

to report at the regular December, 1971 meeting; and

to consider the following: 1. A faculty committee and panel similar to the Faculty Hearing Committee and Panel;

2. Such a body be elected prior to any particular need;

3. That such a body perform the on-going work of research on similar bodies on other campuses;

4. The membership be open to both tenured and non-tenured members.

5. The body consider only charges made in writing; but by any member of the college community: student, faculty member, staff, administrator;

6. Simplified mechanism for initially determining existence of prima facie case;

7. Sanctions against those bringing frivolous charges;

8. Procedures consistent with general due process and/or AAUP regulations;

9. The Carnegie Commission Report.

Priveleged Communication

The Academic Council of Towson State College supports the attempt to establish the right of "priveleged communication" for faculty members when in their role of counselor for students.

Short Bibliography

These indicate some opinions that are held about the colleges today:

"Faculty Featherbedding," Time, May 10, 1971.
"Uneasy Profs, Tenure for Teachers is Beginning to Crumble," a recent issue of The Wall Street Journal.
A rather insidious article on the disadvantages of tenure.
"Are Americans Losing Faith in Their Colleges?" The "Moonshooter" Report, Editors of The Chronicle of Higher Education, 1971.

Academic Freedom and Responsibility

"Limits of Academic Freedom," Time, March 15, 1971.
"Report of the Carnegie Commission on Higher Education," The Chronicle of Higher Education, March 15, 1971.
This includes both the Model Bill of Rights and Responsibilities, and their report.
"Academic Freedom, Academic Responsibility, and Academic Due Process," American Civil Liberties Union, September, 1966.
A very good series, slightly polemical in nature. Its definition of Academic Responsibility is a bit restricted for current problems.
Two articles in The Chronicle of Higher Education, February 8, 1971, on a Code of Conduct, and Sanctions at Stanford University.
This should be consulted by any group considering a faculty committee to apply sanctions.
Various documents of the AAUP (see the By-Laws of the Academic Council), in Policy Documents and Reports, AAUP, 1969.

FACULTY SELF DISCIPLINE

8-73

(Approved by the Academic Council February 7, 1972)

A report of the Ad-Hoc Committee on the Implementation of the statement on Academic Freedom and Responsibility.

I. Introduction

The committee has tried to formulate a set of simple, flexible procedural guidelines for handling alledged violations of the standards of Academic Freedom and Responsibility as accepted by the Academic Council, January 4, 1971.

Having read and discussed the available relevant materials the committee determined that it should be guided by the premise that the faculty was the group best able to judge fellow faculty members, and further that it ought to do so; in short, the faculty should discipline itself.

The committee further decided that the procedure developed by a nine-member committee of the AAUP Chapter of Stanford University and adopted by that faculty provided a sensible and valid starting point for our deliberations. We then proceeded, altering and adapting the Stanford procedure to the situation at Towson State College.

It might be noted that sanctions in the form of withholding of pay or fines are not possible under the contracts that this faculty have signed. It might be further noted that nothing in this proposal is intended to preclude reconciliation at any point.

II. Outline of Proposal

A. Sanctions
B. Applicability
C. Faculty Panel
D. Faculty Screening Agent
E. Faculty Prosecuting Agent
F. Faculty Tribunal
G. Organization of Hearing
H. Hearing Procedures
I. Decision and Implementation
J. Disruption of Proceedings

III. Proposal

A. Sanctions

Any Faculty member who has been determined, under the procedures herein described, to have violated standards of Academic Freedom and Responsibility is subject to the following sanctions, if recommended by the Faculty Tribunal. The sanctions are listed in ascending order of severity.

1. A verbal warning by the Faculty Tribunal. This warning will not become a part of the permanent file of the Faculty member involved.

2. A censure. The President of the College shall censure in writing and that document shall become a part of the permanent file of the Faculty member.

3. Dismissal from the College. To be implemented, procedures described in individual contracts must of course be followed.

B. Applicability

This document applies to all members of the teaching faculty (full and part-time) of Towson State College.

C. Faculty Panel

1. At the beginning of each academic year the Executive Committee of the Academic Council shall oversee the selection of a panel of twenty (20) eligible faculty members.

2. The Executive Committee shall prepare an accurate list of eligible full-time faculty in service for that academic year and shall randomly select sufficient names to make up the panel.

3. The only stipulation is that the selection process must produce a panel whose ratio of tenured to non-tenured faculty reflects the ratio that obtains in the college academic community. For our purposes De Facto and De Jure Tenure are equivalent.

4. The Council Chairman then announces the selected panel, and all selected should serve unless circumstances make such service impossible.

5. If individuals chosen cannot serve, sufficient additional panel members shall be immediately selected by the above procedure to complete the panel, and fulfilling the requirement in number 3.

6. If the panel membership is exhausted in the selection of tribunals from that membership before the end of the academic year (See sections F and G of this proposal) sufficient additional members to form a new panel shall be selected through the above procedures.

7. An individual having served on a panel shall not be eligible for selection to subsequent panels for a period of five years from the date of selection to the initial panel.

D. Faculty Screening Committee

1. The Chairman of the Academic Council shall select at the beginning of each academic year three faculty members to serve in the capacity of screening committee. Decisions of the screening committee shall be on the basis of a simple majority.

2. A faculty member shall not be asked to serve in this capacity more than one term in any five-year period..

3. The duty of the screening committee is to screen all written and signed complaints (oral complaints will not be heard) against any faculty member by any member of the college academic community involving the standards referred to above. The committee is to determine if such complaints are sufficiently serious to be forwarded to the prosecuting agent.

4. It follows that all frivolous charges are to be dismissed out of hand.

5. The screening committee may not be called to testify in any case that they have screened.

6. Assuming that the screening committee has determined that a case warranting further action exists he so informs the Chairman of the Academic Council.

Comment: A screening committee provides a simple method of determining the existence of prima facie cases and also should quickly dispose of most frivolous charges.

E. Faculty Prosecuting Agent

1. The Council Chairman selects a tenured full professor from the faculty (see comment below) to serve in the capacity of Prosecuting Agent.

2. In no case should the complainant or any party to the complaint serve as the prosecuting agent.

3. An individual may serve as prosecuting agent on only one case in any five-year period.

Comment: The committee agreed that such cases as might arise would tend to stir up hard feelings and animosities among the participants. In order to avoid any possibility of intimidation of this person by use of the promotion and tenure procedures of the college the committee felt that the qualifications stated would provide sufficient protections in all cases.

F. Faculty Tribunal

1. Once a prima facie case has been determined the Chairman of the Academic Council shall provide for the random selection of five names from the list of members of the Faculty Panel.

2. The ratio of tenured to non-tenured members of the tribunal must reflect the ratio that exists college-wide, except that the respondent may request that three (3) members of the tribunal reflect his/her tenure status.

3. The Council Chairman shall convene the selected panel immediately and conduct an election where, by majority vote, the members select a chairman from their number.

G. Organization of Hearing

1. The respondent must be served with a copy of the complaint by the prosecuting agent and shall be given a reasonable time to prepare a written response to the complaint and prepare a defense. Unless unusual circumstances exist, a hearing by the tribunal must be held within thirty days of the serving of the complaint.

2. Choice of methods: The respondent has the right to choose between a private and public hearing. If no preference is expressed the hearing is assumed to be public.

3. Challenges
   a. The prosecuting agent and respondent each have one preemptory challenge.
   b. Tribunal members challenged are to be immediately replaced from the Faculty Panel by a person who has the same tenure status as the person challenged. The Faculty Tribunal shall thus always have a full membership.
   c. Challenges for cause are unlimited. To be successful, a challenge must be upheld by a vote of at least three members of the tribunal.
   d. Members removed for cause are to be immediately replaced from the panel by a faculty member who has the same tenure status as the person challenged.
   e. If the original Faculty Panel becomes depleted, additional members are to be selected as provided in section C 6 of this report.

H. Hearing Procedures

1. The respondent is assumed to be innocent.

2. The Tribunal having read the formal complaint and the respondent's written response shall agree that a prima facie case does exist or the proceedings will be dropped.

3. The Tribunal shall determine the maximum sanction possible on the basis of the written evidence, and the respondent shall be informed.

4. The respondent shall have the right to be represented by anyone he/she chooses.

5. Technical legal rules of evidence need not be followed.

6. The chair shall rule on all questions of admissibility. If either party objects to any such ruling, a majority vote of the Tribunal shall be necessary to overrule the decision of the chair.

7. If the respondent has requested a private hearing there is to be no direct media coverage of the hearing. If the hearing is public the chair has the responsibility of determining the kind and amount of direct media coverage to be allowed.

8. Some form of verbatim record (stenographic or tape) shall be kept of the hearing and shall be made available to both parties.

I. Decision and Implementation

1. Having heard evidence both oral and written on both sides, the Tribunal shall render its decision and communicated same to respondent and complainant, and to the President of the College.

2. Any recommendation of the Tribunal shall require the concurrence of at least three members, except that the Tribunal shall not recommend the sanction of dismissal without the concurrence of at least four members.

3. Sanctions short of dismissal shall be handled locally by the appropriate officials and procedures.

4. In the case of a recommendation for either censure or dismissal, the President of the College may agree to the Tribunal's recommendation; he may reduce it or he may quash that recommendation.

5. The Tribunal shall forward a recommendation for dismissal of a non-tenured faculty member to the appropriate department and Dean.

6. A recommendation for the dismissal of a tenured faculty member shall be forwarded to the President of the College who may then institute the formal dismissal procedures delineated in the Towson State College Constitution.

7. In cases where the Tribunal determines that the complaint is without substantial merit, they may recommend:
   a. warning to complainant
   b. reimbursement by the college for all or part of the expenses incurred by the respondent in presenting a defense.

J. Disruption of Proceedings

1. If a public hearing is disrupted, the chairman may declare the hearing closed and exclude all persons; provided, that the respondent may name up to 20 Faculty members who shall be admitted to the hearing. Should any of these Faculty members disrupt the hearing, they may be excluded. If the respondent should disrupt the hearing, the Tribunal may exclude that person and proceed with the hearing.

2. Any Faculty member who disrupts a hearing shall be subject to charges under this statement.

Department of Budget and Fiscal Planning
May 15, 1975

Appendix G

BOARD OF TRUSTEES OF THE STATE COLLEGES
FACULTY SALARY SCHEDULE

EFFECTIVE JULY 1, 1975

Academic Year 1975-1976
Fiscal Year 1976

Rank	Min.	1	2	3	4	5	6	7	8	9	10
PROFESSOR	$14,832	$15,722	$16,665	$17,666	$18,725	$19,849	$21,040	$22,303	$23,641	$25,059	$26,563
ASSOCIATE PROFESSOR	$12,595	$13,351	$14,152	$15,001	$15,901	$16,855	$17,867	$18,938	$20,075	$21,280	
ASSISTANT PROFESSOR	$10,405	$11,029	$11,691	$12,392	$13,136	$13,925	$14,761	$15,646	$16,585		
INSTRUCTOR	$ 8,681	$ 9,200	$ 9,752	$10,337	$10,957	$11,615	$12,311	$13,050	$13,833		
ASSISTANT INSTRUCTOR	$ 6,772	$ 7,178	$ 7,609	$ 8,065	$ 8,548	$ 9,062	$ 9,605	$10,182	$10,793		

Salaries are for the Academic Year -- September through June.

A salary above the maximum may be provided in individual cases at any rank in fields where there is a critical shortage of competent teachers and at the rank of Professor in any field to attract or retain a distinguished faculty member. This salary differential shall be specifically approved in each individual case by the Board of Trustees, the Department of Budget and Fiscal Planning and the State Executive Department. It is intended that this differential be applied only when necessary and that it not apply to all faculty members in critical fields.

QUALIFICATIONS FOR ACADEMIC RANK

1. The following standard list of faculty ranks shall be used: Professor, Associate Professor, Assistant Professor, and Instructor.

2. Each college should seek a balanced distribution in rank. To achieve this objective, not more than 50% of the faculty members should occupy the ranks of professor and associate professor, and mot more than 25% should occupy the rank of full professor.

3. The following guidelines are prescribed for appointment in rank or for promotion of faculty members.

   a. Professor.

      (1). The earned doctorate, or its equivalent. "Equivalent" is interpreted to mean outstanding achievement in teaching, in the arts, music, letters, science, research, or public services.

      (2). Five years of full-time college teaching experience. Exceptions may be made for research or comparable professional activity.

      (3). Excellence in teaching.

      (4). Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.

      (5). Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

      (6). See "Guidelines For Promoting to Professor Faculty Who Do Not Hold An Earned Doctorate" page H-3.

   b. Associate Professor.

      (1). The earned doctorate, or its equavalent, as defined in 3 a above. In unusual circumstances, an individual may be considered if he has completed all academic requirements for the doctorate except for the dissertation.

      (2). Three years of full-time college teaching experience.

      (3). Excellence in teaching.

      (4). Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.

(5). Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

(6). See "Guidelines For Promoting To Professor or Associate Professor Faculty Who Do Not Hold An Earned Doctorate: page H-3.

c. Assistant Professor.

(1). The earned doctorate is desirable. As a minimum, an individual should possess the Master's degree plus additional credit hours.

(2). Evidence of growth in effective teaching.

(3). Pursuit of continued graduate study toward a doctorate or other terminal degree.

(4). Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

d. Instructor

(1). Master's degree in the subject field in which he teaches. In unusual circumstances, an individual may be considered if he possesses only the Bachelor's degree.

(2). Pursuit of continued graduate study toward a doctorate or other terminal degree.

(3). Evidence of potential for effective college teaching.

(4). Willingness to participate in the activities of the academic community.

e. Visiting Appointments

The prefix "Visiting" before an academic title (i.e., Visiting Professor) may be used to designate appointments without tenure.

f. Additional Titles

No new titles or designations with the exception of "lecturer" may be utilized for appointees to the academic staff of a college without prior approval of the Board.

GUIDELINES FOR PROMOTING TO PROFESSOR OR ASSOCIATE PROFESSOR FACULTY WHO DO NOT HOLD AN EARNED DOCTORATE

Adopted by the Academic Council May 28, 1973 for Professor
Adopted by the Academic Council December 2, 1974 for Associate Professor

The following shall be employed when a person without the earned doctorate is promoted to the rank of Professor at Towson State College:

1. Only persons with tenure shall be eligible for such promotions.

2. Nominations by departments must include, for each case:

   a) A separate document adducing the evidence from and criteria by which the department has concluded that the doctorate is not required for the promotion. Among these may be the substantiated fact that the doctorate is not the terminal degree in the nominee's areas, and testimony from reputable sources as to competence. In particular, there must be a demonstration that the nominee is already functioning at a level appropriate to the higher rank.

   b) A confidential vote of concurrence in (a) by each tenured member of the department, irrespective of rank, submitted directly to the next higher level of decision.

3. Upon receipt of the complete departmental nomination and if a majority of the tenured members of the department concur in (a), the next higher level of decision--the divisional committee at the present time--shall consider the nomination and its priority equally among others. If this next higher level of decisions recommends the promotion, equivalency will have been established.

4. When nominations for promotion are at the last level of decision, the possession of the doctorate shall not be a factor in the decision. All other criteria shall, however, be applicable.

APPENDIX I

FACULTY EVALUATION AT TOWSON STATE COLLEGE

This revision of the "Report of the Ad Hoc Committee on Faculty Evaluation" was prepared by the College Promotions and Tenure Committee in Spring, 1973, at the request of the Academic Council.

Members of the College P & T Committee:

Clifford Alper
Gerd Ehrlich (Sabbatical)
Joseph Falco (Sabbatical)
Nina Hughes
Curtis Martin (Chairperson)
Jane Sheets
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Approved: Academic Council
December 3, 1973

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FACULTY EVALUATION AT TOWSON STATE COLLEGE

I. DEPARTMENT AND COLLEGE EXPECTATIONS OF FACULTY

A. Department obligations and procedural safeguards

All faculty members have a right to know, from the time of their arrival on campus, what is expected of them as college teachers and as members of the College community. New faculty shall be informed of the types of contributions they can make to the College community which may lead to greater personal and professional rewards. No uniform particular statement of expectations can be formulated which is strictly applicable to all departments. Nevertheless, by the terms of the 1971 AAUP statement on "Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments," the College is obligated to be prepared to state reasons for non-renewal of a probationary faculty member's contract. To do this convincingly, the College must be able to cite violations of clear and previously-stated standards and expectations. Therefore, it is the responsibility of all departments in which new faculty members are appointed to provide each person, within a semester of the initial appointment, with a statement of expectations. A copy of this statement must be sent at the same time to the appropriate Divisional Promotions and Tenure Committee. The statement of expectations must include:

1. department expectations and particularly any responsibilities which might be peculiar to the particular position to which the person was appointed;
2. College-wide expectations as listed below and as contained in the College's general Promotions and Tenure policy statements as found in Section III of this document;
3. the Board of Trustees' criteria for promotion and any department criteria which exceed the Board of Trustees' general requirements.

B. General College requirements of all faculty members

The following is a list of basic activities that are expected of faculty members in all departments. It is intended that this list will provide a statement of general College expectations of faculty and also the guidelines needed by faculty who desire merit increments, promotions, and tenure.

The basic philosophical commitment of Towson State College is to the highest quality program of undergraduate and master's level education we as an academic community are capable of producing. The key person in this effort is the faculty member, and any statement of College expectations of faculty centers about this commitment; hence,

1. A faculty member's primary concern is effective teaching and continued scholarly growth. Commitment to a discipline involves an awareness of the recent scholarship in that area.

2. A faculty member engages in advanced study and is involved in professional organizations in order to grow intellectually.

3. A faculty member meets his/her classes regularly.

4. A faculty member is ready to advise and assist students in matters relating to his/her discipline, and is available through office hours and appointments.

5. A faculty member shares the responsibility of College governance through committee participation. No faculty member, however, need serve on more than a reasonable number of committees.

6. A faculty member participates each year in the general evaluative process (annual report, student questionnaires).

C. Board of Trustees' Regulations

Chapter VII, C of Laws Relating To and Governing Policies of the Board of Trustees of the State Colleges of Maryland, July, 1973.

II. FACULTY EVALUATION: SOURCES, METHODS, FREQUENCY

In order to establish a uniform system of evaluation, two fundamental questions must be asked: What is to be evaluated and how is the evaluation to be carried out? If clear guidelines can be established in regard to these two questions, then evaluations within each department can be flexible enough to meet particular needs without destroying the uniformity of the whole system.

A. Sources for evaluation

In recognition of the fact that Towson State College is primarily a teaching institution, the evaluation of faculty members shall be based upon activities in two broadly defined areas: activities in which the instructor comes into direct contact with students in a teaching-learning situation and professional activities which are related or supplemental to teaching but in which there is not necessarily a direct interaction between instructor and student.

1. Teaching

This is defined as the faculty member's performance in the classroom situation, whether it be lecturing, conducting discussions, or directing laboratory experiments. It also includes activities such as field trips, supervising student projects, or other functions appropriate to teaching a course for which credit is granted by the College.

2. Professional responsibilities

The faculty plays a vital role in determining the policies, character, and activities of Towson State College. Individual faculty members are responsible - to the degree of their acceptance of such responsibility - for the quality of Towson State College, both externally and internally. They can shape the academic community as well as define its relationship to the public community. To a great degree, these matters are determined by the quality of teaching. However, the responsibilities of faculty members for the excellence of this institution do not end with fulfillment of their teaching assignments. While each department may wish to make adjustments or additions to suit its particular discipline, faculty members should also expect evaluation in the following four areas:

a. Achievement of appropriate formal degrees

Completion of the doctorate or a comparable degree is expected. Recognition of special cases in which the lack of this degree is overshadowed by the individual's unusual accomplishment in his/her field is discussed in a separate policy document entitled "Guidelines for Promoting to Full Professor Faculty Who Do Not Hold an Earned Doctorate," adopted by the Academic Council in May, 1973.

b. Scholarly growth

Evidence of scholarly growth includes not only increasing one's general knowledge of his/her field, but also conducting research and other creative activities and participating in professional organizations and/or meetings. Scholarly growth is not confined merely to learning; it must also be an exercise of the methodology of one's chosen discipline; that is, such growth will almost certainly yield tangible evidence in the form of publications, exhibits, lectures, recitals, and other products. Research and scholarly expression need not be only the highly original kind which advances knowledge; such critical and analytic activities as the writing of book reviews or review essays should be encouraged, as well as the compilation of the results of current research into a paper or a book which can be used for instruction. In one of these ways - original research or expression, critical analysis, or synthesizing existing data - the good teacher should give evidence that he/she is functioning as a scholar.

c. Service to the department and the College

Service here means active involvement in department and College committees, special programs, approved activities of the College for which no credit is granted, or other activities which promote the educational and administrative functions of the College. It is the personal responsibility of the faculty member to make continuous contributions to the development of his/her department and the College in some of these ways. It is a joint administrative-faculty responsibility to determine which areas the faculty member can most effectively serve.

d. Community-related activities

The following examples of community-related activities help to indicate what is meant by appropriate work in this area: (1) a sociology professor taking part in a study on the needs and aspirations of a particular community; (2) a speech pathology professor engaging in clinical work; (3) a theatre arts faculty member assisting in the development of a community theater; (4) teachers from the music department aiding in the development of community orchestras; (5) members of the political science department heading and/or sponsoring community forums and debates on political, social or electoral issues. Activities indulged in merely for the purpose of favorable evaluation are not what is meant by the term "community-related activities."

Not all faculty members will be in a position to bring personal expertise to the direct service of the community, nor should they be compelled to participate in such activities unless they form a part of their duties at the College. For these reasons, faculty members shall not be penalized for not participating any more than they shall be encouraged to substitute this activity for lessened performance as teacher and scholar.

B. Methods of evaluation

1. Evaluation of teaching

Teaching effectiveness is operationally defined as the sum of preparation, process, and product. By definition, preparation includes all of the steps which must be taken in order to conduct a course or unit in a particular discipline. The minimum preparation, irrespective of discipline, shall include a syllabus stating the general and specific objectives of the course or unit, forms of academic evaluation, and standards expected. These objectives, forms and standards must be explicit so that they will serve as guides for both instructor and student.

Process is what occurs in all student-instructor interactions. The nature of these interactions is therefore important. They consist of instructor and/or student activities which lead to progress on the part of the student.

Product is the intellectual and behavorial change in the student. It is the sum of preparation plus process; consequently, if these two factors can be given a superior rating, maximum learning is likely to result.

Each one of these factors may be jointly or separately evaluated. All of them, however, must be subjected to an evaluative process which considers them as an integrated whole. These evaluations may take the form which is best for a particular discipline and may involve different persons. The adequacy of the instructor's preparation and process should be evaluated by obtaining feedback from students, by observing student and faculty interactions, and by talking with the faculty member. Learning can be measured by pre-testing (before commencement of a course or unit) and post-testing (after completion); by comparing student performance on equivalent forms of a test; by

comparing student performance in separate classes taught by the same instructor; and/or by any other criteria deemed appropriate for a given discipline.

A faculty member can be considered effective if preparation and process result in learning.

a. Role of students

Student opinion must be sought as part of the evaluation of faculty. To obtain student opinion of individual faculty members, each department must, with the advice of students who are majors in that discipline, develop its own evaluative form(s) and decide the time of administration. Any later revision(s) of the form(s) must also result from department-student consultation. All final forms for soliciting student opinion, the procedures used for the development of the forms, and a description of the method of administration of the forms must be submitted annually to the College Promotions and Tenure Committee for approval before adoption.

All faculty members are expected to participate each year in this part of the evaluative process and are cautioned about the following matters: (1) evaluation forms must have the formal approval of the department; (2) to preserve students' anonymity, faculty members must not allow students to sign their names to the forms; (3) someone other than the faculty member who is being evaluated must administer and collect the evaluation forms.

Departments are cautioned to protect the security of the information obtained. Also, because the evaluation of a faculty member is not a public process, the results of student evaluations shall not be made public information. Copies of the data will be given simultaneously to the faculty member and to the department chairperson. Using a form prepared by the College Promotions and Tenure Committee, each faculty member will prepare a summary of the student responses in each of his/her classes and a written analysis of the implications of these responses. If a majority of the department determine to have student evaluation summaries prepared by a member or members of the individual's Rank Committee, they may do so provided the individual faculty member shall retain the right to approve the summary or to submit an alternative summary as part of his/her promotions file. The department chairperson will make this summary available to the Department Rank and Tenure Committees and the Divisional Promotions and Tenure Committee at the appropriate time.

b. Role of faculty

While the role of students in the evaluation of teaching is important, the role of the faculty in making judgments about its membership is of primary importance. The 1966 AAUP "Statement on Government of Colleges and Universities" speaks directly to this point:

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, re-appointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Likewise there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail. The faculty should actively participate in the determination of policies and procedures governing salary increases.

The methods which the faculty can use to evaluate teaching include classroom visits, conferences, and consideration of written materials and statements submitted by the person being evaluated.

(1) Faculty visits

To make evaluation of uniform quality and validity, a standard policy is hereby established for the entire College: as a minimum standard, all non-tenured faculty shall be visited at least once a year by no fewer than two members of the Department Rank Committee. This practice will be continued each year of the probationary period. The members of the Rank Committee may wish to visit the classroom separately in order to evaluate the instructor on the basis of more than one performance or they may visit in a single group to minimize the disruption of classroom privacy and to compare impressions of the same performance. If a serious question arises in regard to the instructor's ability in the classroom, the Committee may wish to make additional visits.

In the case of faculty members appointed to the College with many years of full-time teaching experience, the department need not continue the visits beyond the first year. However, such visits are to be encouraged for purposes of professional growth.

(2) Faculty conferences

Classroom visits constitute only one part of the faculty's role in evaluating teaching. Soon after the visits have been completed, the persons who have visited shall meet with the instructor to discuss both the classes they have seen and the methods and objectives of the course as explained by the instructor. Methods and activities not observed during the visits, such as special discussions, written papers or experiments, field trips, use of audio-visual aids, and examinations may also be discussed at this time. Faculty conferences can be of value in two ways: they can provide a better basis for evaluation; they also can be a major step in the effort to improve teaching. Faculty members are given the opportunity to discuss and exchange ideas regarding their teaching methods, their philosophical points of view, and the content of the courses. The conference can serve as a learning as well as an evaluating process.

(3) Submission of written materials

The standard annual report for all faculty members requires submission of data relating to teaching and professional responsibilities undertaken during the past year. Syllabi for all courses that are reported to have been taught must be attached to the form for the use of Department Rank and Tenure Committees. Together these documents shall constitute the minimum written report required for all faculty each year. Persons eligible for promotion or greater-than-normal increments may wish to submit additional written materials such as examples of examinations, descriptions of special projects undertaken, or other items felt relevant to an evaluation of contributions to the department and to the College.

2. Self-evaluation

The most effective evaluation for the improvement of instruction is the self-evaluation of each faculty member in the academic community. Self-evaluation means the continuing concern and active pursuit of each instructor for a sensitivity to all facets of the teaching-learning situation. This implies a positive approach to the educational goals sought cooperatively by the College, the department and the individual faculty member. Evaluation demands continuing analysis of curriculum and instruction in terms of underlying philosophy, instructional procedures, and educational outcomes. Measures of these tend to approach validity to the degree they become voluntarily the primary concern of each faculty member. Consequently, the initiative for instructional improvement begins with each faculty member and transcends any artificial evaluating procedures imposed by the College and/or by the department.

3. Summary: Evaluation by the Department Rank and Tenure Committees

Information for evaluation of the activities of the faculty in performing their normal or traditional role of teaching may be gathered from four distinct sources: student questionnaires, classroom visitations, faculty conferences and information submitted by the individual faculty member. These sources are not necessarily listed in order of their importance. The decision as to the relative importance of each in the evaluation process must be made by each department.

The methods by which the members of the Department Rank and Tenure Committees evaluate their colleagues' professional activities outside the normal teaching-learning situation must not be too rigidly defined. Their comments on scholarly growth, the value of the instructor's research and publications, and service to the College and community are usually based upon impressions gathered in both formal and informal associations over a period of time. Nevertheless, even though the methods of this type of evaluation are loosely defined, there is no intention to imply that these activities are of minor importance. Teaching includes professional activities both within and outside the classroom situation.

C. Frequency of evaluation

1. All faculty will be recommended at the department level each year for normal or less-than-normal increments. Basic documents for this recommendation will be an annual report and student questionnaires. All faculty may be evaluated for greater-than-normal increments if the College Promotions and Tenure Committee so directs.

2. Non-tenured faculty will be evaluated each year of the probationary period for reappointment and/or promotion and/or tenure.

3. Tenured faculty will be evaluated for promotion as their cases warrant. Whenever requests for promotions and/or greater-than-normal increments are made, evaluations at the department and divisional levels will need to be comprehensive and supported with adequate data.

III. PROMOTIONS, TENURE, INCREMENTS

An advisory opinion from the AAUP states that discussions and decisions concerning promotion and tenure are of such primary importance that faculty members on leave or sabbatical must be present for such discussions in order to vote.

A. Promotions

The College Promotions and Tenure Committee is responsible for overseeing the standards for promotion throughout the College. These requirements for promotion must be similar for all faculty in every department. Both the faculty member and the department must bear in mind that evaluation for promotion involves both objective and subjective judgments.

In general, judgments for promotion should be made by faculty at ranks higher than that of the individual who is being considered. Under certain specified conditions, however, committees may include voting members from lower academic ranks (see Section IV, C, 3 of this report).

B. Tenure

The College tenure policy is based on the AAUP statement entitled "Academic Freedom and Tenure, 1940 Statement of Principles and 1970 Interpretive Comments" and the AAUP "1972 Recommended Institutional Regulations on Academic Freedom and Tenure" (see Appendix F, Faculty Handbook and AAUP Policy Documents and Reports, 1973 edition). In addition, the following two policies relate to tenure:

1. Since all tenured members of the faculty have a stake in who their permanent colleagues will be, all tenured members of a department, regardless of rank, are entitled to participate in the department's tenure deliberations. For this reason, when a faculty member becomes eligible for tenure, this decision shall be made by a Tenure Committee (consisting of all tenured members of the department) before the person is evaluated by the department's Rank Committee. (Note: "Tenured" here includes persons with de facto tenure.)

2. The recommendation for tenure at the rank of Instructor should carry with it the recommendation for promotion to the rank of Assistant Professor. A department that is unwilling to make such a recommendation should seriously reconsider whether it should be making the decision to grant tenure.

C. Increments

1. A faculty member should expect to receive a normal increment each year for the successful completion of that year's services. This increment should be greater than the annual increase in the cost of living.

2. Department Rank Committees have the option of recommending no increment at all when the faculty member's performance is judged unsatisfactory.

3. Additional increments may be awarded for meritorious service. Since a person continues to receive this additional increment for his/her entire career for "merit" accomplished during one year, a greater-than-normal increment should be granted only for meritorious service on the basis of a rating significantly higher than that of the average faculty member.

IV. FACULTY EVALUATION: THE ORGANIZATIONAL STRUCTURE

Evaluation of faculty takes place entirely at the department level, review occurs at the divisional level, and policy, administration, and the mediation of disputes are the responsibility of the College Promotions and Tenure Committee.

Should any person elected or named to any of the committees below be unable for any reason to attend committee meetings on a regular basis, he/she shall inform the chairperson of that committee at once and be replaced according to rules established by the Academic Council.

A. College Promotions and Tenure Committee

1. Composition

The Committee shall be composed of seven elected faculty members as stipulated by the Constitution of Towson State College. New members will take office when election results are announced in the spring. Within two weeks of the beginning of its committee year the Committee shall hold a meeting for the purpose of electing by simple majority vote a chairperson, who will immediately notify the Academic Council of the names of the Committee members and the name of the chairperson. The chairperson will serve for one year. He/She will call and conduct meetings of the Committee and coordinate all necessary activities. The Dean of the College will serve in an ex officio capacity.

2. Duties

a. To interpret and oversee the administration of the system of faculty evaluation.

b. To establish guidelines for standards by which departments will evaluate their members and to oversee the standards for promotion throughout the College.

c. To review annually the procedures for evaluation developed by Divisional Promotions and Tenure Committees and to approve annually all exceptions from College-wide procedural standards.

d. To review annually department evaluative procedures and to approve exceptions from College-wide procedural standards.

e. To determine the amount of money to be allocated for normal increments, promotions, and greater-than-normal increments.

f. To inform Department Rank and Tenure Committees whether or not all faculty should be evaluated to determine their eligibility for greater-than-normal increments.

g. To determine the exact number of faculty to serve on each Divisional Promotions and Tenure Committee.

h. To review the petition of a faculty member who has alleged inadequate consideration in his/her claim of eligibility for increment, promotion, reappointment, and/or tenure. Findings and recommendations of the Committee shall be forwarded to the Dean of the College.

B. Divisional Promotions and Tenure Committees

The five Divisional Promotions and Tenure Committees correspond to the current groupings of departments under Associate Deans and are the following:

Division one: Business Administration, Economics and Political Science, English, Geography and Environmental Planning, History, Sociology and Anthropology.

Division two: Art, Communication Arts and Sciences, Modern Languages, Music, Philosophy and Religion, Theatre Arts.

Division three: Biological Sciences, Chemistry, Mathematics, Physics, Psychology.

Division four: Early Childhood Education, Elementary Education, General Education, Lida Lee Tall Learning Resources Center, Secondary Education.

Division five: Health Sciences, Instructional Technology, Nursing, Physical Education.

1. Composition

Each Divisional Promotions and Tenure Committee shall be composed of five to nine faculty members elected by and from the division. The exact number of persons to be elected to each Divisional Promotions and Tenure Committee shall be established by the College Promotions and Tenure Committee on the basis of the number of faculty in each division. At least one but no more than two members of each department shall be members of its Divisional Promotions and Tenure Committee. The Associate Dean for each division shall serve in an ex officio capacity.

2. Election, eligibility, term

All full-time faculty members with regular contracts in every department may vote for representatives to their divisional committee. Those elected shall normally be tenured members of the faculty at the rank of Professor or Associate Professor. However, the College Promotions and Tenure Committee shall establish a uniform rule of eligibility for cases where a department does not have at least two tenured Professors or Associate Professors. No one may serve on a Divisional Promotions and Tenure Committee who is at the same time a member of the College Promotions and Tenure Committee. Members of the Divisional Committees shall serve for a term of three years. Each Committee shall, at the first meeting of the academic year, elect its own chairperson who will serve for a term of one year.

Members of the Divisional Committees are expected to serve as representatives of the College and not as delegates from a particular department. For this reason, department chairpersons are not eligible to serve.

3. Duties

a. Each committee will review a summary of procedures submitted by each department describing the operations of its Rank and Tenure Committees.

b. If departments following the standard procedures in forming Rank Committees do not have enough faculty at the appropriate ranks to provide a committee of at least three members, the Divisional Committees may designate faculty members from other departments to serve on these committees.

c. Each committee shall approve or disapprove all recommendations from departments for promotions, tenure, non-reappointment, and other-than-normal increments except those of the Divisional Promotions and Tenure Committee members. Their recommendations from the departments go directly to the Dean of the College. The Divisional Promotions and Tenure Committee shall rank-order promotions and forward all recommendations to the Dean of the College. The Divisional Promotions and Tenure Committee shall inform the faculty member of his/her priority rank and shall inform department chairpersons of all priority rankings for the division. The Divisional Promotions and Tenure Committee will not rule on department recommendations for renewal of contract of faculty in their second probationary year or for normal increment for any faculty member.

C. Department procedures and department Rank and Tenure Committees

1. Procedures and standards

Good practice requires that the institution and the department define their criteria for reappointment, promotion, tenure and increments and the procedure for reaching decisions on these matters. Fairness to the faculty member prescribes that he/she be informed, soon after joining the faculty, of the substantive and procedural standards which will be followed in reaching decisions concerning his/her reappointment, tenure, promotion, and increments. Therefore, each department must annually approve the standards and procedures of the department. All faculty members who have served at least one year as a full-time member of the faculty of the College are eligible to participate in the department's deliberations on procedures and standards.

2. Tenure Committee

All tenured members of the department are eligible to serve as members of the committee considering another member of the department for tenure (see Section III, B of this report).

3. Rank Committees

a. Rank Committees are ordinarily composed of the members of the department who hold higher academic ranks than the person to be evaluated, except that chairpersons regardless of rank shall be members of all department Rank Committees. In departments where there are not at least three faculty members eligible to serve on a committee formed according to this standard procedure, the appropriate Divisional Promotions and Tenure Committee will appoint additional members from other departments as needed to bring the total to a complement of three and inform both the College Promotions and Tenure Committee and the person being evaluated of its action. Persons with the rank of Professor may also petition the Divisional Promotions and Tenure Committee to appoint additional members to their Department Rank Committee in situations where they believe that evaluation by peers within the department may not lead to the fine distinctions which are necessary.

b. A department may, for one academic year, establish its Rank Committees according to its own plan, rather than according to the procedure outlined above, provided that at least one-half of the members of each academic rank and a total of three-fourths of the members of the department holding regular contracts certify to the College Promotions and Tenure Committee that they approve. Certification shall consist of the following: a statement of the plan; a list of the members of the department who hold regular contracts; a statement of their ranks and dates of appointment; their "yes" or "no" vote on the proposed plan; signatures.

c. Faculty must have served at least three years at Towson State College in order to be eligible to serve on Department Rank Committees, regardless of the method of formation.

D. Appeals

1. Procedural appeals of decisions on increment and/or promotion

A faculty member who believes that inadequate or improper consideration was responsible for what he/she considers to be an adverse recommendation on increment and/or promotion should first discuss the matter with the department chairperson. If the matter is not resolved at this point, formal reconsideration by the department or divisional committee, depending upon the one responsible for the decision, may be requested. If the matter is still unresolved, the faculty member may submit a petition for review, alleging inadequate consideration, to the College Promotions and Tenure Committee, which will determine whether regular and fair procedures were followed. The College Promotions and Tenure Committee will then forward its recommendations to the Dean of the College.

2. Appeals of judgment concerning increment and/or promotion

A faculty member who believes that an incorrect or faulty judgment(s) was responsible for what he/she considers to be an adverse recommendation on increment and/or promotion may begin an appeal at the level on which the adverse decision was made. If, for instance, the negative judgment was

made at the department level, the person appeals to the Department Rank Committee, then to the Divisional Promotions and Tenure Committee, then to the Dean of the College. If the negative judgment was made at the divisional level, the person appeals for reconsideration first to the Divisional Promotions and Tenure Committee, then to the Dean of the College. If the adverse decision was made by the Dean of the College, the person appeals for reconsideration to the Dean, then to the President.

3. Appeals of decisions not to reappoint or not to grant tenure

In the event of a decision not to renew an appointment, the faculty member must be informed of the decision in writing, and if the person so requests he/she should be advised of the reason(s) which caused or contributed to that decision. The faculty member may request a reconsideration by the current department committee responsible for such decisions.

In all cases concerning decisions not to reappoint or not to grant tenure, the College Promotions and Tenure Committee will, upon appeal, investigate to determine whether inadequate or improper consideration was responsible for the decision. The College Promotions and Tenure Committee will forward its recommendations to the Dean of the College.

In cases in which a faculty member believes that faulty judgment(s) was responsible for a negative decision concerning reappointment or granting of tenure, an appeal of that decision may be initiated with the committee making that decision. For instance, if the negative judgment was made at the department level, the person should appeal first to the department committee, then to the divisional committee, then to the Dean of the College. If a negative judgment was made at the divisional level, the person should appeal first to the Divisional Promotions and Tenure Committee, then to the Dean of the College. If the negative judgment was made by the Dean of the College, an appeal for reconsideration should be made to him.

4. Final appeals

Within the College, final decision on any appeal rests with the President of the College.

BOARD MEMBERS

JAMES A. SENSENBAUGH
CHAIRMAN
LOUIS L. GOLDSTEIN
VICE-CHAIRMAN
J. MILLARD TAWES
JAMES A. BRADWELL
ELIZABETH P. FORD

APPENDIX J

TEACHERS' RETIREMENT SYSTEM
301 WEST PRESTON STREET
BALTIMORE, MARYLAND 21201

AUGUST 1973

CHRIST G. CHRISTIS
SECRETARY
DONALD W. POTTER
ADMINISTRATOR
HOWARD J. FRANCE, SR.
INVESTMENT ADMINISTRATOR
GERARD H. KESSLER
MORTGAGE ATTORNEY

SOURCE OF YOUR BENEFITS

You are primarily interested in the retirement benefits that can be derived through your membership. These are briefly explained on the following pages. They accrue both from your thrift and from State participation. Your "Accumulated Contributions" through payroll deductions could be described as accumulated savings deposits. Your savings or accumulated contributions are made during active service in anticipation of their ultimate return to you in the form of annuity benefits. If you terminate from service without retiring, your accumulated contributions, with interest earned, are refundable to you.

In addition to an annuity derived from your contributions, at retirement, you are entitled to receive a pension which is financed by the State in accordance with actuarial design. The reserves accumulated will produce the necessary cash for pension payments when they become due. This determination is made by annual actuarial valuation of the system and is guided by numerous assumptions based upon the past experience of the system.

The benefits you may receive under the retirement program should never be viewed as a complete substitute for individual initiative and responsibility in providing security in later years. Additional income derived from savings, insurance, investments and other personal protection programs will be necessary to fully satisfy your financial needs after retirement.

YOUR ENROLLMENT

Upon first being employed in an eligible position, you were immediately provided with an "Enrollment" form. As a condition of your employment, you entered on the "Enrollment" form the date when you started to work, name of position, rate of pay, marital status, County or Baltimore City Board of Education, or institution employing you, date of birth, and Social Security number. You also named a beneficiary to whom the death benefit will be paid in the event of your death before retirement. Verification of your age is necessary and must be made at the time of enrollment. Acceptable documents or photocopies of such documents are as follows:

Birth Certificate or Delayed Birth Certificate
Birth Registration Notice
Statement of Age Card (from Health Department in County of Birth)
Hospital Birth Record, certified by the custodian of such record
A signed statement by the physician or midwife who was in attendance at birth
Baptismal Certificate
Family Bible Record
Naturalization Record
Military Record
Passport or Visa
School Record
Insurance Policy (if at least five years old)
Marriage Record
Census Record

MEMBERSHIP

Every regular teacher, or regularly employed part-time teacher who receives his compensation from any of the 23 Counties, Baltimore City or State of Maryland must enroll in the Retirement System at the time of employment. "Teacher" shall mean any teacher, helping teacher, principal, supervisor or superintendent, attendance officer, or clerks employed in a public day school within the State or in any State education institution supported and controlled by the State. Effective July 1, 1973, all members contribute at the rate of 5% of salary, except that no present member's rate shall be increased.

ANNUITY SAVINGS ACCOUNT

You have a separate and personal account in the Annuity Saving Fund. Your savings are protected against execution, garnishment, attachment or other process of law and are unassignable, except as to Federal Taxes. Regular compound interest is annually credited at the end of each fiscal year and is at the rate of 4%. A statement of your account balance is submitted to you each year.

It should be noted that annual interest credits do not have to be reported to the U. S. Treasury Department, Internal Revenue Service, unless you separate from membership and withdraw your savings.

ADDITIONAL CONTRIBUTIONS FOR ANNUITY PURPOSES

While in service you may apply to the Board for permission to add to your monthly accumulated contributions and thereby increase the potential of the annuity portion of your retirement allowance. There is, however, a limitation on the additional amount which may be deposited either as a single contribution or through payroll deductions. It is recommended that you determine the amount you may wish to contribute and request the Board whether it is within the limitation set by law. The State does not match these additional contributions.

OUT-OF-STATE SERVICE

A teacher may buy IN THE YEAR IN WHICH HE RETIRES up to *ten (10)* years of out-of-state public school teaching service and/or non-public school teaching service in order to accumulate the required years to VEST OR RETIRE UNDER AGE 60. The teacher pays the entire cost of such service.

LEAVES OF ABSENCE

A leave of absence without pay is authorized by your employer, anticipating that you will return to service upon termination of the leave. The Board considers a member on leave of absence to be a "member in service", provided the leave is for personal illness, study, maternity, or government service, and provided further that contributions are made while on such leave.

MILITARY SERVICE

The law allows up to five years special credit for teachers who leave State service to enter military service. For complete information and forms for this purpose, contact the retirement office.

TERMINATION OF MEMBERSHIP

Membership in the retirement system is terminated if one of the following events should occur:

1. You are absent from service more than five years.
2. You withdraw your accumulated contributions upon resignation.
3. You become a beneficiary or die.

REINSTATEMENT OF MEMBERSHIP

If you terminate as a member and are later reemployed, you may regain all your previous service credit, upon the payment of the accumulated contributions previously withdrawn with interest to date of re deposit. You may not retire within three years of re-entry in the System.

CHANGE OF BENEFICIARY

You are advised that various circumstances occurring throughout your life may significantly affect your choice of beneficiary to receive any benefits due in the event of death in active service or after retirement. In such cases, you should immediatly contact the Board and properly notify it of your desired change of beneficiary. Failure to do so may well result in payment being made to a beneficiary who you, at time of death, did not actually intend to designate

TRANSFERS BETWEEN SYSTEMS

You may transfer credit and accumulated contributions between actuarial systems supported by the State of any political subdivision of the State, where acceptance of employment makes it possible or mandatory that you participate in such systems.

PART-TIME EMPLOYMENT AFTER RETIREMENT

Upon retirement from service, you may accept temporary employment within the State, County, Baltimore City School Board or Community College, provided you immediately notify the Board and specify the compensation to be received. You will then be advised of the statutory limitation on salary that may be earned without jeopardizing your retirement allowance.

VOLUNTARY SERVICE RETIREMENT

In order to qualify for a service retirement, you must be age 60 or over regardless of the number of years of service or have twenty-five years of service regardless of age. In order to exercise your right to voluntary retirement you should file your application to retire *not less than thirty nor more than ninety days in advance of the effective date of your retirement.* The effective retirement date from which benefit payments accrue is always the first day of a calendar month.

COMPULSORY RETIREMENT

Upon reaching the age of 70, you are subject to compulsory retirement beginning the first of the month following the month in which you reach 70, except that with approval of the State Superintendent of Schools you may remain in service until the end of the school year.

COMPUTATION OF YOUR REGULAR SERVICE RETIREMENT BENEFIT

The retirement allowance consists of two parts: namely, an annuity and a pension.

The annuity is basically a return of your accumulated contributions plus interest in monthly installments for life.

The pension is the State's share of your retirement allowance and is based upon your total service credit and factors fixed by statute as applied to your average final compensation. Average final compensation is the average of the three highest years of salary.

The State guarantees that your total maximum retirement allowance will equal 1/55 of average final compensation for each year of creditable service. The retirement allowance payable to a teacher under age 60 is reduced actuarially if he has 25 and not more than 29.9 years of service. The reduction is at the rate of 6% per year by which the member's date of retirement precedes the earlier of (1) The date he would have attained age sixty or (2) The date he would have completed thirty years of creditable service had he continued in service.

A simple method for arriving at your approximate maximum retirement allowance without optional benefit is as follows:

$$\frac{\text{Years of creditable service}}{55} \times \text{Average final compensation} = \text{Maximum Annual Allowance}$$

If you select the regular (maximum) service retirement allowance, payments will be made to you for the remainder of your lifetime, terminating at death, regardless of when that may occur. If you desire to provide for a beneficiary who would receive a retirement benefit after your death, four options are available and may be chosen in lieu of the regular allowance.

EXAMPLE: (actual case)

A female teacher with 38 years of creditable service, retired at age 63, with an average final salary of $17,343. Her annual retirement allowance, before a choice of options, is calculated at follows:

$$\frac{38}{55} \times \$17{,}343 = \$11{,}982.24$$

This member would be eligible to receive a regular retirement allowance of $11,982.24 per annum (paid in twelve monthly installments) for the remainder of her life, with all benefits ceasing at death.

Or, she, could elect to receive a modified allowance under one of the four following options.

OPTION 1

Under this option, the retiring member would receive a a somewhat reduced allowance with the provision that should she not live her full life expectancy, the balance in her reserves would be paid in a lump sum to her designated beneficiary or estate. If the teacher lived beyond her life expectancy, there would be no balance payable.

Using the same example described above, the teacher could elect to receive an allowance of $10,838.16 /annum for the remainder of her life. If she should die before receiving in allowance payments a total of $158,860.09, which is the total initial reserve accumulated for her, the balance of this amount over the total amount of payments made prior to her death would be paid to her designated beneficiary or to her estate.

The beneficiary can be changed at any time after retirement, under this option.

OPTION 2

The teacher may elect to receive a reduced monthly retirement allowance, the payment of which may be continued after her death to her designated beneficiary. The amount of the payment is based on the life expectancy of both the member and her appointed heir. There is, however, no residue payable when this plan is chosen. The beneficiary cannot be changed after retirement.

The teacher used as an example could elect to receive a retirement allowance under this option of $10,537.20 per annum for the remainder of her life. Upon death, $10,537.20 per annum will be paid to her beneficiary (male age 62), for the remainder of his life, if he survives her. If the beneficiary predeceases the member, no additional amount will be paid to the member.

OPTION 3

The election of this plan provides a reduced monthly allowance to the member until her death, and her designated beneficiary would then receive one-half of the monthly allowance. The beneficiary cannot be changed after retirement.

The teacher used as an example could elect to receive $11,213.04 per annum. Upon her death, her male beneficiary would receive $5,606.52 per annum for the remainder of his life.

OPTION 4

This is a general option under which a retiring member may select any type of benefit actuarially acceptable and approved by the Board.

Normally, this is used as a "Cash Refund Annuity." The pension portion of the benefit is exactly the same as under the regular maximum service retirement allowance. However, the Annuity would be reduced. If the retired member does not live her full life expectancy, then any unused portion of the Annuity Reserve (Accumulated Contributions with interest) would be paid in a lump sum to her designated beneficiary. The beneficiary can be changed at any time after retirement, if the member selects the "Cash Refund Annuity."

Using the same example, the member would receive $11,841 per annum for the remainder of her life. If she should die before receiving in annuity payments a total sum of $19,607.71, which is the value of her Accumulated Contributions with interest, the balance of this amount over the total amount of annuity payments would be paid to her beneficiary or estate. The annuity payments are at the rate of $111.47 a month. In other words, if the member should die one year after retirement, her beneficiary would receive $19,607.71 less $1,337.64, or a net payment of $18,270.07.

COST OF LIVING

The retirement law provides adjustments to the basic retirement allowance of a retiree or beneficiary predicated upon increases in the Consumer Price Index.

VESTING AFTER 5 YEARS OF SERVICE

An Act of the General Assembly in 1973 provided vesting of the member's share of the State's pension reserve, as well as his own contributions and interest, after 5 years of creditable service, should the member leave his teaching position in Maryland. A deferred retirement allowance, based on the vested credit, will be paid to the ex-member, beginning at age 60. The allowance would be 1/55 of average final compensation for each year of credit.

ORDINARY DISABILITY

In order to qualify for an ordinary disability retirement allowance, you must have five or more years of creditable service, be under age 60, and be permanently incapacitated for further employment through mental or physical reasons.

The allowance equals 1/55 of average compensation for each year of creditable service, with a possible minimum of 1/4 of average final compensation.

ACCIDENTAL DISABILITY

In order to qualify for an accidental disability retirement, you must be under age 60, and be permanently and totally incapacitated for further employment through mental or physical reasons resulting from an accident occurring in the actual performance of duty, without willful negligence on your part.

The allowance is equal to two-thirds of the average final compensation plus an Annuity derived from the accumulated contributions and interest. The total allowance cannot exceed the average final compensation.

The options are also applicable to disability retirements.

DEATH BENEFIT

Should a teacher, who is not eligible to retire die in active service, there is paid to his or her beneficiary or to his or her estate, the accumulated contributions, with interest, and if the teacher has one or more years of creditable service, there is paid, in addition, a lump sum amount equal to 100% of his or her current salary. If the teacher was (1) Eligible to retire, or (2) Had at least 15 years of service and was age 55, and (3) Named his or her spouse as the sole primary beneficiary, the spouse will receive a monthly allowance for life under Option 2, or in lieu of this, the spouse may elect within 60 days after death of the teacher, to receive the lump sum death benefit payment.

In addition to benefits explained in this booklet, you may also be entitled to Social Security benefits. Apply at your nearest Social Security office.

BLUE CROSS/BLUE SHIELD [illegible]

PLAN I

Hospital Benefits (Blue Cross)

Up to 120 days for each hospital confinement. Benefits also available for Extended Care Facility.

Surgical-Medical Benefits (Blue Shield)

Payments for surgical services are available up to set amounts and may not cover the surgeon's fee in full.

e.g. - The plan will pay:
Appendectomy - $150 Benefit
Hysterectomy, Total - $225 Benefit

*Maternity Benefits**

This plan will pay:
$200 towards hospital charges (Blue Cross). $150 towards doctor's fee for a normal vaginal delivery (Blue Shield).

Benefits for Diagnostic Procedures

This plan pays a set amount. The employee pays the difference between the set amount and the physician's charge, if any. Up to $100 for X-Rays and up to $100 for lab tests for each eligible member per 12 month period.

PLAN II

[illegible]

Up to 365 days for each hospital confinement. Benefits also available for Extended Care Facility.

Surgical-Medical Benefits (Blue Shield)

The plan pays in full the reasonable and customary charges for:

Surgical-Medical Services
Anesthetist Services

*Maternity Benefits**

This plan will pay:
Hospital charges in full. Obstetrical charges in full for all reasonable and customary charges.

Benefits for Diagnostic Procedures

This plan will pay the reasonable cost of diagnostic procedures. Up to $100 for X-Rays and up to $100 for lab tests for each eligible member per 12 month period.

MAJOR MEDICAL COVERAGE

Major Medical coverage is provided to ALL those enrolled in Plan I (including the Medicare Supplemental Plan) or Plan II.

Major Medical can be utilized in one of two ways: (1) It may cover charges incurred after basic Blue Cross-Blue Shield benefits have been exhausted; (2) It may reimburse certain charges which basic Blue Cross-Blue Shield benefits are not designed to cover. This could include charges for physician's office visits (including psychiatrists and psychologists), prescription drugs, and private duty nursing care ordered by a physician for in-patients.

Within a six month period you must accumulate the required $50 deductible per condition. A Benefit Period is then established and the plan pays the reasonable or allowable costs of covered medical expenses beyond the deductible. $50,000 lifetime maximum per illness or injury.

**Maternity benefits* are provided for female employees and the covered spouse of a male employee regardless of type of coverage. To be eligible you must hold membership for eight consecutive months. Those enrolled under "Employee Only" or "Employee and Spouse" coverage who incur a maternity claim must change to "Employee and Children" or "Employee, Spouse and Children" coverage within 60 days of the birth to insure continuous coverage for the baby.

THE AMOUNT BELOW IS DEDUCTED FROM 24 PAY PERIODS

Type of Coverage	Plan I	Plan II	Health Maintenance Program **
Employee Only	$1.53	$2.62	$ 4.61
Employee and Children	$3.77	$6.79	
Employee and Spouse	$4.51	$8.39	
Employee, Spouse and Children	$4.84	$9.25	$16.78
Employee with Medicare Supplemental Program	-0-	Not applicable*	
Employee under 65 and Spouse with Medicare Supplemental Program	$2.28	$3.92	
Employee under 65 and Spouse with Medicare Supplemental Program and Children	$4.32	$7.62	
Employee with Medicare Supplemental Program and Spouse under 65	$3.34	$6.13	
Employee with Medicare Supplemental Program and Children	$2.60	$4.53	
Employee and Spouse with Medicare Supplemental Program and Children	$3.15	$5.36	
Employee with Medicare Supplemental Program, Spouse under 65 and Children	$4.32	$7.62	
Employee and Spouse both with Medicare Supplemental Program	$1.11	Not applicable*	

* Not applicable because of coverage already provided under Medicare and Medicare Supplemental Program included in Plan I. *The Medicare Supplemental Program was formerly known as Blue Cross-Blue Shield 65.*

** The Health Maintenance Program provides only "Individual" or "Family" coverage. This program is *NOT* available to those eligible for Medicare.

PLEASE NOTE: (1) These payroll deduction rates represent the employee's share after State subsidy.
(2) These rates are semi-monthly. Deductions are not made for two pay periods each year.
(3) Faculty on a 21 pay basis will receive lump sum deduction from their last paycheck or they will be billed at home to cover t[illegible] five days which occur during the summer months.

HERE IS AN EXAMPLE OF HOW THE MAJOR MEDICAL EXPENSE PLAN MIGHT WORK:

Mary Jones is under treatment for diabetes. It has been necessary for her to visit her doctor's office once a month for an entire year for examination. His office fee is $20 a visit. Between visits she had to pay out about $8 per month for insulin. After twelve office visits she was able to discontinue her monthly office visits and the use of insulin. The total cost of her office visits and medication (insulin) is:

12 office visits at $20 a visit	$240.00
Medication (at home)	96.00
	$336.00

Under her basic Blue Cross-Blue Shield and Major Medical the following coverage would be provided:

Item	Cost	Paid by Basic Blue Cross-Blue Shield	Expenses Coverable by Major Medical
Doctor's visits	$240	-0-	$240
Medicine (at home)	96	-0-	96
Totals	$336	-0-	$336

Of the $336 of "Covered Expenses" Miss Jones must pay her $50 deductible	50
	$286

The remaining $286 will be paid by the Major Medical Expense Plan

HEALTH MAINTENANCE PROGRAM*

Health Maintenance Organizations represent a new and unique way of providing health care services. Located in a central medical facility, a team of physicians of the various specialties, along with other health professionals, provide a broad range of health services for members. The fundamental objective of the HMO is to improve and maintain the good health of members by emphasizing preventive medicine. Most important, the HMO guarantees access to medical care 24 hours a day, seven days a week. Each plan physician has access to members' medical records, assuring continuity of care.

The Health Maintenance Program now being offered to State of Maryland employees not eligible for Medicare is the most comprehensive program ever made available through Blue Cross. It not only provides extensive hospital benefits, but also benefits for physicians' office visits and house calls, psychiatric care, diagnostic testing, maternity coverage, and routine health maintenance services. Benefits for prescription drugs, eye examinations, well-baby care and immunizations are provided.

The benefits cover only care received through the HMO you select, except in an emergency when treatment by a plan doctor or facility is not possible.

State employees may enroll eligible family members including spouse and unmarried children. Dependent children over 19 may be enrolled if they are mentally or physically handicapped and require parental support. Once enrolled in the Health Maintenance Program, a subscriber must remain in the Program until the next open enrollment period unless he moves out of the Plan's service area or leaves the employ of the State of Maryland.

A detailed description of benefits is contained in brochures which are available through your personnel officer or payroll clerk. Benefits at the Columbia Medical Plan and the East Baltimore Medical Plan are identical; however, benefits differ at the Group Health Association.

The Columbia Medical Plan:
Little Patuxent Parkway & Harpers Farm Road
Columbia, Maryland 21044
997-8500

The Columbia Medical Plan, established in 1969, serves the greater Howard County area. Physicians who provide services are organized in a group practice and include internists, pediatricians, obstetrician-gynecologists, surgeons, psychiatrists, ophthalmologists and other specialists. Virtually all covered health services are provided at the Center. Hospitalization is provided in Columbia's hospital, Howard County General. The Plan's Urgent Care Center operates 24 hours a day, seven days a week for patients who require immediate treatment for an illness or injury and are unable to see their regular plan physician.

The East Baltimore Medical Plan:
1031 Aisquith Street
Baltimore, Maryland 21202
327-0085

Established in 1970 by the East Baltimore Community Corporation and The Johns Hopkins Medical Institutions, the East Baltimore Medical Plan serves the citizens of East Baltimore. A full-time staff of physicians and health professionals, backed up by consultants from The Johns Hopkins representing all essential specialties, provides care for members. Hospitalization is provided in The Johns Hopkins Hospital. Physicians are on call 24 hours a day, seven days a week.

Group Health Association (Main Center):
2121 Pennsylvania Avenue, NW
Washington, D.C. 20037
872-7520

Established in 1937, GHA is a member controlled plan with five centers. Centers are located at 6111 Executive Blvd., Rockville, and 6854 New Hampshire Avenue, Takoma Park. The Main Center provides the total package of benefits. Primary care and some specialty care is provided in the four other centers. An Urgent Visit Center in the Main Center is open 24 hours a day for emergency services. A family doctor and pediatrician are on duty throughout the night and on Saturday and Sunday. Hospitalization is provided in GHA designated hospitals.

For details, see the appropriate Health Maintenance Program brochure.

**Medicare recipients are not eligible to enroll in the Health Maintenance Program.* The State will pay the same amount in subsidy for employees in this program as is paid for those enrolled in Plan II of the Blue Cross-Blue Shield - Major Medical Program.

APPENDIX L

Towson State College
STANDARD TRAVEL REGULATIONS

The following regulations are issued for the guidance of faculty and staff of Towson State College who are traveling on official business for the college and who expect to be reimbursed for charges incurred in such travel. These regulations are the Standard Travel Regulations for all State agencies with clarifications as needed by the col ege.

1. General

Faculty and staff traveling on official business are expected to exercise the same care incurring expenses that they would if traveling on personal business and at their own expense. Since excessive and unnecessary travel and other expenses will not be approved or reimbursed, the faculty and staff are cautioned to plan their travel routes so that the minimum amount of travel will be involved with the maximum amount of visits, field services, and other activities. Expenditures for official travel will be considered as reimbursable only if they are incurred in accordance with the standards herein set forth.

2. Out-of-State Travel and/or Conventions

a. By authority of the Board of Public Works, the Executive Director of the Board of Trustees of the State Colleges is responsible for approving attendance to conventions, conferences, seminars, or meetings of any kind which require the faculty and staff to be out-of-state. The request, properly completed on an Individual Request for Out-of-State Travel form (Schedule 15, see sample on following page), is obtainable by faculty and staff in the Personnel Office and should be returned to the Personnel Office accompanied by an agenda or brochure explaining the trip, 20 days in advance to the beginning of the trip. The request is then submitted in advance to the beginning of the trip. The request is then submitted to the Executive Director of the Board of Trustees of the State Colleges, whose approval must be obtained prior to the beginning of the trip.

b. One day trips to the Washington, D.C. area are not considered out-of-state travel. All other trips to the Washington, D.C. area requiring an overnight stay will require out-of-state travel approval as outlined in section 2a above.

c. Travel outside the United States of America and its territories and Canada shall be submitted to the Personnel Office 60 days in advance to the beginning of the trip, Such travel requires approval of the Board of Public Works.

d. Multiple Out-of-State Travel Requests -- Individual out-of-state travel requests requiring more than two persons attending the same convention, seminar, or meeting must be submitted to the Personnel Office 30 days in advance to the beginning of the trip. Such requests should be accompanied by an agenda or brochure and a justification explaining the reason for such multiple requests, as they require us to obtain prior approval from the State Secretary of Personnel.

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8-74

STATE OF MARYLAND

INDIVIDUAL REQUEST FOR OUT-OF-STATE TRAVEL

Towson State College
(Agency)

NAME OF OFFICIAL OR EMPLOYEE: Mr. John Doe

TITLE: Assistant Director of Personnel

DESTINATION: New York City, New York

PURPOSE OF TRAVEL: attend Public Personnel Association Conference

DATE OF DEPARTURE: December 1, 1971 DATE OF RETURN: December 3, 1971

METHOD OF TRAVEL: Plane

HIGHWAY: State Car _____ Private Car _____ Bus ___

TRAIN: Coach _____ Pullman _____

PLANE: Specify Class Coach

ESTIMATED COST:

Registration Fees:	$ 25.00
Lodging:	48.00
Meals:	25.00
Transportation:	60.00
Other:	6.00 (limousine, gratuities)
Total:	$164.00

(INITIALED BY DIVISION HEAD)

Comments: (Indicate amount of monies allocated by department for the trip)

FUND AND PROGRAM: (Indicate program and fund)

APPROVAL FOR TRAVEL RECOMMENDED: Fred D Bank (Department Head) 10-29-71 (Date)

THIS FORM IS TO BE RETURNED TO THE PERSONNEL OFFICE ONLY. PLEASE SEND ONLY ONE COPY.

Schedule #15

e. Travel requests directly connected with the attendance of a conference, seminar, or training course, which exceed seven days must bear the approval of the State Secretary of Personnel and be placed on the Board of Public Works Agenda of the Secretary of Budget and Fiscal Planning for approval of that Board. Such requests shall be submitted to the college Personnel Office 60 days in advance to the beginning of the trip.

f. When a registration fee is charged, those participating in a meeting may be reimbursed. A receipt of the registration fee is required.

3. Travel Advances

After complying with the forementioned procedure, a travel advance less $25 from the estimated request may be obtained from the college Finance Office. An advance is not payment for the trip, it is a loan. This request must be made on a pink Working Fund Advance Form (COMP. 64, see sample form on page L-4. This form must be signed by the requestor and the Department Head or Vice President.

No later than five working days upon returning from the trip the actual expense account must be submitted to the college Finance Office on the Expense Account Form (GAD Form X-5 see sample form on page L-5). At this time the advance made previous to the trip will be settled. If the actual travel expense exceed the amount approved, written justification must be supplied and signed by the appropriate Vice President.

4. Transportation

a. Use of College-Owned Vehicles

(1) Faculty and staff members shall not use college-owned vehicles except in connection with official assignments.

(2) College-owned vehicles will be used whenever possible for official travel within Maryland by faculty and staff of the college who possess valid Maryland Motor Vehicle Operator's Licenses.

(3) College-Owned vehicles will be used for travel outside of Maryland when:

(a) The destination is not adequately served by public transportation, or

(b) The employee is required to move about extensively in the destination area, or

(c) The use of a college car would result in savings of substantial time or money.

(d) Good judgment must be exercised in determining whether to use a college car. For example, it might be preferable for a person traveling alone to use public transportation, but be more economical for three persons traveling together to go by car.

L-4

8-75

TOWSON STATE COLLEGE

WORKING FUND ADVANCE

Date February 28, 1972

GENERAL $ ____ [ ]

TRAVEL $ 113.25 [X]

EMERGENCY $ ____ [ ]

SETTLEMENT DATE
(5 days after return if Travel Advance)

PETTY CASH & CHANGE FUNDS
(Renewable Annually)

NAME John Doe

DEPARTMENT Personnel Extension 377

REASON FOR ADVANCE Attend NYCA Conference March 1, 1972 through March 3, 1972

I understand that by accepting this advance there is responsibility to return an equal amount in cash and/or receipts. Receipts must be in accordance with State Regulations and acceptable by the State Treasury for reimbursement to the Towson State College Working Fund.

John Doe
Requestor

Department Head or Vice President

. . . . . .

I acknowledge receipt of Advance Check # _____ Amount _____.

Date _____

Signature

See reverse side for travel regulations.
Comp. 64

L-5
8-75

STATE OF MARYLAND
TOWSON STATE COLLEGE
EXPENSE ACCOUNT

CA[illegible] X-5

	DESCRIPTION
B	
A	
B	
A	
B	
A	
B	
A	
B	

GOODS/SERVICE RECEIVED QUANTITY & QUALITY OF PRICES & EXTENSIONS CHECKED PAYMENT NOT PREV REQ NOT SUBJECT TO APPROVAL OF STATE PURCHASING BUREAU APPROVED BY

TOWSON STATE [illegible]

Department Education

Unit or Division State Colleges-Towson State College

Agency Code 36.03.08

Employee John Doe
(PLEASE PRINT OR TYPE)

For Period Beginning 4-25-72 AND ENDING 4-27-72

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
Hotel Room			15 00	15 00				30 00
Breakfast			1 25	1 75	1 50			4 50
Lunch			2 00	1 75	2 00			5 75
Dinner			6 00	5 50				11 50
Telephone								
Fare (indicate below)			30 00		30 00			60 00
Taxi			1 00		1 00			2 00
Bridge or Road Tolls								
Mileage * (See below)								
P[illegible]g								10 [illegible]
Re[illegible]ration Fee			10 00					
Totals			65 25	24 00	34 50			123 75

Method of Travel: Plane [X] Railroad [ ] Bus [ ] Other _____ (SPECIFY)

Purpose of Travel: NYCA Conference

	TIME START	TIME END	TERRITORY COVERED INCURRING ABOVE EXPENSES	* MILEAGE ALLOWANCE
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Fri[illegible]				
Saturday				

Date: 4-28-72

219

Certified just and correct and payment not received

John Doe
Signature of employee

(4) The operator of a college-owned vehicle must adhere to careful and courteous driving practices and observe traffic laws and regulations at all times.

(5) (a) The settlement of any fine or penalty imposed for traffic or other violations relating to the use or operation of college vehicles is the responsibility of the individual concerned. The college will not pay or reimburse any cost involved, or take any action for the abatement of such fines or penalty.

(b) It is the responsibility of all personnel to comply with the regulations of the State Treasurer and of the Department of Motor Vehicles requiring submission of automobile accident reports.

(6) The faculty or staff member using a college-owned vehicle is responsible for the vehicle's proper operation, care, and servicing. Gasoline and oil should be obtained in conformity with the college's standard procedure. Except in an emergency, accessories, parts, and major repairs are to be consummated through normal college Transportation Department channels.

(7) Reimbursement shall be made for expense of overnight storage at hotels, day parking, ferry, bridge, and road tolls. Receipts are required.

b. Use of Privately Owned Vehicles

(1) The Department Head may authorize payment of mileage at 12 cents per mile for the use of a privately owned vehicle used for official business only when no college vehicle is available. In order to be considered for reimbursement at the rate of 12 cents per mile, the individual out-of-state travel request must be accompanied by a request for use of state car (forms are available in the Personnel Office and Transportation Department). However, should an employee prefer to use a privately owned vehicle when a college vehicle is available, he may be reimbursed at half the rate, or six cents per mile.

(2) When a mileage allowance is paid to an employee for the use of his private automobile for official business, this is without regard to the number of passengers he may have with him. Department Heads should exercise careful supervision and endeavor to consolidate travel groups in as few automobiles as possible.

(3) In addition to mileage, the operator of the car shall be reimbursed for overnight storage at hotel stops, day parking, ferry bridge, and road tolls.

(4) Mileage as allowed under Sub-section (1) above shall mean the distance from the employee's starting point to his destination and return, or the distance between his current place of employment to his destination and return, whichever is less.

c. Use of Public Transportation

(1) Travel must be by the most direct route.

(2) Actual fare for transportation by public carrier shall be reimbursed. Round trip tickets shall be used when such use results in a savings.

(3) When traveling by plane, tourist class tickets shall be obtained whenever possible. The cost of transportation to and from the airport shall be allowed. The cost of flight insurance up to $5 shall be allowed. Receipts must be presented along with the plane ticket.

(4) When traveling by train, coach rates shall be used unless the trip is overnight. If the trip involves overnight travel, pullman fare shall be allowed.

(5) Porter fees of 50 cents per bag will be reimbursed.

(6) Taxi fares to and from railroad or bus station will be allowed.

(7) Bus and taxi fares are reimbursable when incurred on official duty.

5. Meals

a. Each individual must use good judgement and discretion in determining the amount paid for meals at conferences or meetings. Reimbursement will be allowed only for meals consumed by faculty and staff of the college and not for their guests.

b. When an official or employee is on travel status involving absence from home overnight, all meals are reimbursable.

c. No reimbursement may be made for the cost of alcoholic beverages.

d. The cost of breakfast is reimbursable when an employee must leave home on official business two hours or more prior to the beginning time of his or her place of business. The cost of dinner is reimbursable when an employee cannot get home within two hours after his or her normal quitting time. In both cases, the two hours is in addition to the normal commuting time.

e. No reimbursement for breakfast or dinner will be made because of the hour at which an employee is required to leave home, or at which the employee returns home because of commuting to and from his or her normal work place.

f. Except as provided in subsection b above, no employee shall be reimbursed for the cost of lunch.

g. Schedule of reimbursable rates for meals (including tips) are: $2.00 Breakfast, $2.50 Lunch, $7.50 Dinner.

h. When lodging and meals are obtained under the "American Plan", a receipt covering the full amount must accompany the expense account. Reimbursement may not exceed $45 per day.

NOTE: When an employee is attending a meeting, seminar, or convention, at which the cost of any meal is part of the cost of attending such affair, the actual cost of the meal shall be reimbursable to the employee.

6. Other Expenses

a. Hotel bills will be reimbursed on the basis of actual cost, provided that itemized receipted bills are submitted with the expense voucher. Care must be taken to assure that the bill covers only the expense of the employee, and does not include expenses for the employee's spouse and family, and other non-allowable items. Daily room charges must be listed on the Expense Account per day. Any differentiation from the bill to the Expense Account must be explained in writing.

b. When checking into a hotel, tip is reimbursable to the extent of 50 cents. the same tip is allowable when checking out.

c. Telephone and postage expenses incurred in the performance of official duties are allowable.

d. When a faculty or staff member is required to be on travel status for a period exceeding one week, the cost of laundry, cleaning, and pressing is allowed.

e. Other miscellaneous items must be explained clearly and accompanied by a receipt for items $3 and above.

f. When a registration fee is charged, a receipt must accompany the charge.

7. Travel Where Expenses are Proposed to be Paid by Other than the State of Maryland

A State employee who receives an invitation because of his or her official position or the nature of his or her State responsibilities to travel out of the State at the expense of a private individual or nongovernmental organization and who has some questions as to the propriety of accepting such an invitation may present the facts surrounding the invitation in writing to the Personnel Office, who in turn will solicit the Board of Public Works for a determination as to whether the invitation should be accepted. The Board of Public Works after evaluating the written submission, may recommend that the invitation be accepted or declined, or may advise us to accept the invitation with the understanding that all or part of the costs thereof be borne by the State of Maryland when the Board is of the view that such travel is in furtherance of a matter of State concern and interest.

USE OF COLLEGE VEHICLES

1. Policy

   a. College vehicles are to be used primarily for instructional and administrative purposes. Student use is limited to organizations which have been duly constituted by the Student Government Association Senate only. No student may drive college vehicles except in accordance with 1-b of this policy.

   b. General Rules for Drivers of State-owned Vehicles

      (1) All drivers must have a driver's license which is valid in the State of Maryland

      (2) State-owned vehicles shall be driven only by State officials and authorized employees. Exceptions to this rule must have authorization from the Department of Budget and Fiscal Planning.

      (3) State-owned vehicles shall not be used to conduct personal business, to transport members of the family; e.g., transporting children to and from school, or for pleasure. Passengers in State automobiles must be authorized persons on State business.

      (4) All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded nor is the vehicle to be operated above safe speeds for road conditions. All violation fines shall be the responsibility of the driver involved.

      (5) General Rules for Drivers of State-Owned Vehicles

      Any driver operating a college owned vehicle or any driver operating a privately owned vehicle on official college business who becomes involved in any motor vehicle accident must submit a properly completed MVA (FR-30) report to the Campus Police Department on the day of the accident. The Campus Police Department will assist the driver of the vehicle in completing the MVA (FR-30) report.

      In addition to the MVA (FR-30) report, an FS-1 form (Motor Vehicle Accident Investigation Guide) must be completed by the operator of the vehicle and his or her supervisor. The completed FS-1 form must be forwarded to the Campus Safety Coordinator within 48 hours of the accident.

      FR-30 (MVA Reports) and FS-1 (Motor Vehicle Accident Investigation Guide) forms may be obtained from the Campus Police Department.

      For investigating and reporting purposes, an accident is defined as a collision with another vehicle, person, or property, whereby any amount of damage or injury occurs.

Fire-Theft Losses

The reporting and processing of fire and theft losses to vehicles will be the same as those used for reporting motor vehicle accidents with the following exceptions. A letter of correspondence listing the make and type of vehicle, unit number, serial number, and all details as to time, location, and circumstances, and an estimate of the amount of loss will be substituted for the FR-30 forms. The Transportation Department will be responsible for ascertaining the estimated amount of loss. The completed fire-theft report should be submitted to the Transportation manager within 24 hours of the loss.

(6) A daily travel log shall be maintained in each State-owned automobile on a monthly basis. Logs must indicate all destinations by officials and commute mileage even if driven by different individuals. Agencies are required to have these logs available for audit purposes.

(7) State-owned vehicles are to be efficiently maintained. Vehicles assigned to agencies unable to provide scheduled maintenance recommendations be guided by oil changes, lubrications, and maintanance recommendations of the manufacturer. All warranties are to be exercised.

(8) Operators of State-owned vehicles are personally responsible for vehicles operated by them and may be charged for damages resulting from misuse, abuse, or willful negligence.

(9) The use of State of Maryland credit cards is restricted to State-owned automobiles and under no circumstances are to be left in custody of service station attendants.

(10) As a general rule, snow tires on State-owned automobiles shall be mounted on the vehicle by December 1 and removed by April 1.

(11) Willful disregard of these rules will be considered just cause for disciplinary action under the State Merit System Law.

2. Procedures

a. In order to obtain a college vehicle for use as described above a "Request for Use of College Vehicle" form (see sample on following page) must be submitted.

(1) This form may be obtained from your Division Head or his/her delegated representative or from the Transportation Department of the Physical Plant.

(2) All data as listed on the form must be completed and must be approved as noted.

(3) Submit completed form to the Transportation Department c/o the Physical Plant for scheduling of a vehicle

(4) Completed forms should be submitted for scheduling at least ten days before request date.

b. The map at the end of this section with the radii showing the geographical locations surrounding Towson State College and specified mileage shall be used as a guide for trips and mileage. Use of college vehicles shall be limited to a 175 mile radius from Towson, Maryland.

c. All credit cards, trip tickets, and other properly filled out reports must be turned in when a vehicle is returned.

d. Vehicles shall be assigned according to Priorities 1, 2, 3, and 4 below.

e. If vehicle is not picked up within one hour after reserved time, it will automatically be cancelled. Cancellation charges will be made if not notified eight hours prior to reserved time.

3. Priorities for Use of Vehicles:

a. Priority #1: Required class trips, attendance necessary for credits.

b. Priority #2: Faculty and staff professional trips.

c. Priority #3: Activities involving performance in the name of the college; e.g., athletic function, debating, etc.

d. Priority #4: Cultural and educational trips sponsored by student or college organizations, sanctioned by the college.

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8-75

(Please file in Duplicate)

TOWSON STATE COLLEGE

PHYSICAL PLANT

REQUEST FOR USE OF COLLEGE VEHICLES

Date: _____

Name, Group or Organization: _____ Number in Group: _____

Faculty Member or Advisor Accompanying Group: _____

Type Vehicle Requested: Bus: ____ Car: ____ Wagon: ____ Truck: ____ Van: ____

Date Desired: _____ Departure Time: _____ Returned Time: _____

Total Time, Vehicle Required: _____ Days. _____ Hours.

Destination: _____ Estimated Miles: _____

Driver License Number: _____ Driver: _____

Priority (See list of Priorities as listed under Procedures)

____ 1. Required Class Trip, etc. ____ 3. Performance in Name of College, etc

____ 2. Faculty/Staff Trip, etc. ____ 4. Sponsored by Organization, etc.

Department: _____ Fund Source: _____ By: _____
(Authorization and Responsibility for Vehicle Use)

Approved: Transportation Dept. _____ Date: _____

To: _____ Date: _____
(Communications Clerk)

Vehicle No. ____ as shown above will be called for on: _____

Items Assigned to Vehicle	Date & Time Issued	Date & Time Returned
Clip Board		
Vehicle Keys		
Credit Card, No. _____		
Bridge or Tunnel Tickets		

Duty Clerk: _____

ACKNOWLEDGMENT (To be signed when picking up vehicle)

The undersigned certifies he has read all the General Rules for Drivers of State-owned vehicles as outlined by the State of Maryland Department of Budget and Fiscal Planning, dated July 1, 1970.

I am aware that a violation of these rules would be just cause for revocation of the privilege to operate College Vehicles.

Date: _____ Signed: _____

4. Charges

In order to regulate and determine costs of operating College-owned vehicles and to operate the motor pool within the approved budget charges shall be made.

a. Priorities No. 1: No charge.

b. Priorities No. 2: No charge except on trips that exceed 35 mile radius from Towson, Maryland. Rates listed below will be charged for mileage exceeding a 35 mile radius.

c. Priorities No. 3 and No. 4: Charges will be made according to current rates. (See charge rates below).

d. Note: All tolls and parking expenses are the responsibility of the person and/or organization using the vehicle. These charges can be vouchered through use of normal procedures.

5. Charge Rates

Rates apply from the time keys are issued to the time they are returned to the Transportation Department.

a. Priority No. 1: No charge. However, please report mileage and data as requested.

b. Priority No. 2: No charge under 35 mile radius. Exceeding 35 mile radius charges are:

Bus - - - - - - - - - - - - - - - - $. 38 per mile.

Wagon, Van or Car - - - - - - - - - $.13 per mile.

c. Priorities No. 3 and No. 4

(1) Vehicle Charge:

Car and/or Wagon - - - - $6.00 minimum charge per 12 hours.
$10.00 over 12 hours, in a 24 hour period.

Bus - - - - - - - - - - - - $5.50 per hour or fraction thereof.

½ T. Truck or Van- - - - $3.00 per hour or fraction thereof.

(2) Vehicle Mileage Charge:

Car and/or Wagon - - - - - - - - - - - - - - - - - - - $.13 per mile

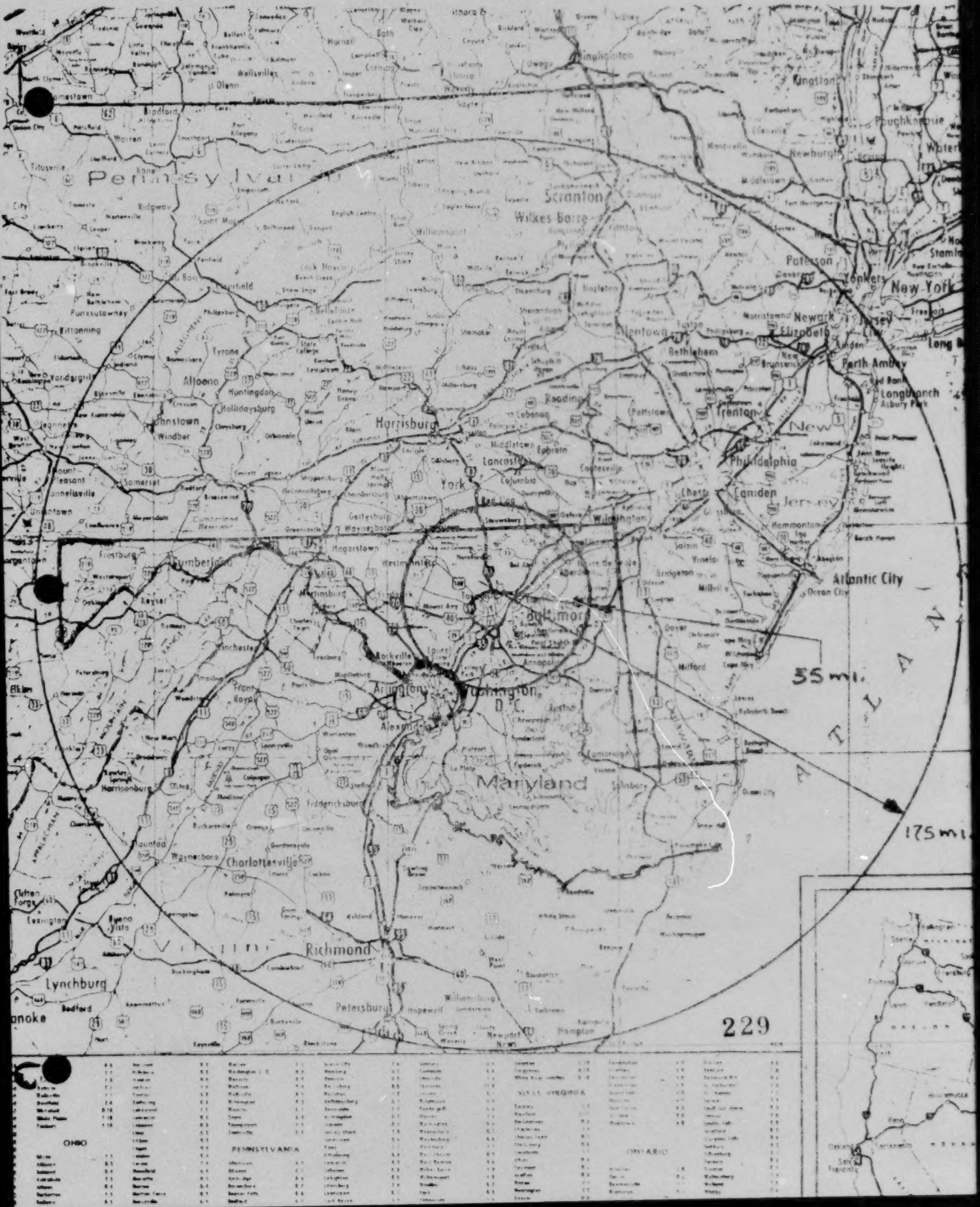
½ T. Truck or Van- - - - - - - - - - - - - - - - - - - $. 13 per mile

Bus - $. 13 per mile

d. Cancellation Charges

A charge will be made when no cancellation notice is given a least eight (8) hours before reserved time.

Bus	$18.00
Car, Wagon, Truck or Van	$ 4.00


Pennsylvania
Scranton
Wilkes Barre
Binghamton
Kingston
Poughkeepsie
Newburgh
Patterson
Yonkers
New York
Newark
Elizabeth
Perth Amboy
Long Branch
Asbury Park
Trenton
New Jersey
Philadelphia
Camden
Atlantic City
Ocean City
Allentown
Bethlehem
Reading
Pottstown
Harrisburg
Lancaster
York
Altoona
Huntingdon
Hollidaysburg
Johnstown
Windber
Tyrone
Bellefonte
Lock Haven
Williamsport
Sunbury
Pottsville
Shamokin
Mount Carmel
Shenandoah
Hazleton
Wilkes-Barre
Stroudsburg
Easton
Phillipsburg
Somerset
Connellsville
Uniontown
Greensburg
Latrobe
Ligonier
Kittanning
Punxsutawney
Brookville
Bradford
Titusville
Meadville
Franklin
Oil City
Warren
Jamestown
Olean
Wellsville
Corning
Elmira
Waverly
Owego
Binghamton
Cumberland
Frostburg
Keyser
Martinsburg
Hagerstown
Chambersburg
Gettysburg
Waynesboro
Carlisle
Mechanicsburg
Lebanon
Ephrata
Columbia
Coatesville
Downingtown
Wilmington
Dover
Salisbury
Ocean City
Milford
Cape May
Vineland
Millville
Hammonton
Toms River
Long Beach
Winchester
Front Royal
Harrisonburg
Staunton
Waynesboro
Charlottesville
Culpeper
Fredericksburg
Alexandria
Arlington
Washington
D.C.
Rockville
Annapolis
Baltimore
Maryland
Virginia
Richmond
Petersburg
Hopewell
Williamsburg
Newport News
Hampton
Lynchburg
Bedford
Roanoke
Blacksburg
Christiansburg
Radford
Pulaski
Wytheville
Bristol
Kingsport
Johnson City
Elizabethton
Morristown
Knoxville
Oak Ridge
Harriman
Cleveland
Chattanooga
Dalton
Rome
Gadsden
Anniston
Atlanta
Macon
Columbus
Montgomery
Tuskegee
Auburn
Opelika
Eufaula
Dothan
Albany
Valdosta
Tifton
Moultrie
Thomasville
Tallahassee
Quincy
Marianna
Panama City
Pensacola
Mobile
Biloxi
Gulfport
Hattiesburg
Laurel
Meridian
Jackson
Vicksburg
Natchez
Greenville
Clarksdale
Memphis
Jackson
Tupelo
Corinth
Florence
Sheffield
Huntsville
Decatur
Athens
Cullman
Birmingham
Tuscaloosa
Selma
Demopolis
Meridian
Hattiesburg
New Orleans
Baton Rouge
Lafayette
Lake Charles
Beaumont
Port Arthur
Houston
Galveston
Texas City
Bay City
Victoria
Corpus Christi
Kingsville
Brownsville
Harlingen
McAllen
Laredo
San Antonio
Austin
Waco
Temple
Killeen
Fort Hood
Abilene
Sweetwater
Big Spring
Midland
Odessa
Pecos
Fort Stockton
Alpine
Marfa
Presidio
El Paso
Las Cruces
Alamogordo
Roswell
Artesia
Carlsbad
Hobbs
Lovington
Clovis
Portales
Tucumcari
Santa Rosa
Albuquerque
Gallup
Grants
Farmington
Aztec
Durango
Cortez
Monticello
Moab
Price
Vernal
Roosevelt
Duchesne
Heber City
Provo
Orem
Salt Lake City
Ogden
Brigham City
Logan
Tremonton
Malad City
Pocatello
Blackfoot
Idaho Falls
Rexburg
St. Anthony
Driggs
Jackson
Afton
Star Valley
Kemmerer
Evanston
Rock Springs
Green River
Lyman
Mountain View
Fort Bridger
Lonetree
Wamsutter
Rawlins
Saratoga
Encampment
Riverside
Walcott
Medicine Bow
Hanna
Elk Mountain
Laramie
Cheyenne
Wheatland
Torrington
Lingle
Guernsey
Fort Laramie
Scottsbluff
Gering
Alliance
Hemingford
Crawford
Chadron
Harrison
Hay Springs
Rushville
Gordon
Valentine
Ainsworth
Long Pine
Bassett
Atkinson
O'Neill
Norfolk
Wayne
Fremont
Omaha
Council Bluffs
Nebraska City
Falls City
Auburn
Tecumseh
Beatrice
Hebron
Superior
Hastings
Holdrege
Minden
Kearney
Gothenburg
North Platte
Ogallala
Sidney
Kimball
Bushnell
Potter
Chappell
Big Spring
Sterling
Fort Morgan
Brush
Wray
Yuma
Burlington
Hugo
Limon
Colorado Springs
Pueblo
Canon City
Salida
Buena Vista
Leadville
Glenwood Springs
Grand Junction
Montrose
Gunnison
Crested Butte
Delta
Paonia
Hotchkiss
Rifle
Meeker
Craig
Steamboat Springs
Kremmling
Granby
Grand Lake
Estes Park
Fort Collins
Greeley
Longmont
Boulder
Denver
Golden
Aurora
Littleton
Englewood
Parker
Castle Rock
Monument
Palmer Lake
Woodland Park
Cripple Creek
Victor
Florissant
Fairplay
Alma
Breckenridge
Dillon
Frisco
Vail
Eagle
Gypsum
Basalt
Carbondale
Aspen
Glenwood Springs
Rifle
Parachute
Grand Junction
Fruita
Loma
Mack
Dove Creek
Cortez
Mancos
Durango
Bayfield
Ignacio
Pagosa Springs
Chama
Dulce
Tierra Amarilla
Ojo Caliente
Española
Santa Fe
Los Alamos
Bernalillo
Albuquerque
Belen
Socorro
Magdalena
Datil
Quemado
Reserve
Alpine
Fort Davis

APPENDIX M

QUALIFICATIONS TO REGISTER TO VOTE IN THE STATE OF MARYLAND

I. General Qualifications

In order to register generally for all elections in the State of Maryland you must be (1) a United States citizen (2) eighteen years old (3) a one year resident of the State of Maryland (4) a six month resident of your county or legislative district.

II. Qualifications to vote in the Presidential election only

Even though you do not meet the qualifications above you may vote in the Presidential election only if you meet the age and citizenship requirements and have resided in the ward or election district where you vote for at least forty-five days prior to the date of the Presidential election. These special qualifications for the Presidential election only are found in the Maryland Annotated Code, Article 33, Section 28-1.

III. Place of Registration

The Baltimore County Voter Registration Office is located at Bosley Avenue and Kenilworth Drive. The telephone number is 494-3161. The Baltimore City Board of Supervisors of Elections is located at Fayette and Gay Streets. Telephone: 539-6960. Call them to find out the times for registration. Generally, you must register 30 days prior to an election.

IV. Absentee voting

Even if you do not meet the qualifications to register for all elections in the State of Maryland or the lesser qualifications to vote in the Presidential election only, you should check to see whether you are qualified to vote in the state from which you came under an absentee voting procedure.

APPENDIX N

TAX INFORMATION - STATE OF MARYLAND

Income Tax

2% on first $1,000 of taxable income
3% on second $1,000 of taxable income
4% on third $1,000 of taxable income
5% on all taxable income in excess of $3,000

In addition to the above, each local government has the right to impose a "piggy-back" tax amounting to as high as 50% of the State income tax. Baltimore City, Baltimore County, Carroll County, Harford County, Howard County and Anne Arundel County all charge the full 50%.

Sales Tax

The State of Maryland imposes a 4% sales tax on all things except food and medicines.

APPENDIX O

POLICY ON STUDENT CAMPUS DEMONSTRATIONS

Principles:

1. The College does not always endorse the content or the position of those who demonstrate; however, the freedom to express one's opinion, through peaceful demonstration will be upheld.
2. There shall be freedom to invite speakers of all persuasions.
3. There can be no inciting to riot or interference with dire and safety regulations.
4. There shall be no interference with the academic process, the central function of the College.
5. These principles apply to all participants, not merely those demonstrating.

Procedures;

1. Any Student Government Officer or Student Personnel employee who has knowledge pertaining to a campus demonstration should notify at once the Dean of Student's Office. The Vice-President for Student Services in turn will notify the President, the Security Supervisor, the SGA President and the Director of the Health Center.

2. If, in the estimation of the SGA President, a representative of the Faculty Association, or the Dean of Students (or their representatives), those assembled become disorderly (disorderly conduct: from Article 27, Section 142 of the Statutory Law of the State of Maryland), or are disrupting classes or other College functions (Article 27, Section 123A), or are illegally trespassing on the campus (Article 27, Section 577B) the following procedure will be followed:

   A request by the Dean of Students, who will be the accountable officer, or his representative will be made to the groups, asking them to cease or discontinue such activity. It should be pointed out by the Dean of Students or his representative at this time that such activity causes hazards to safety and/or creates a violation of fire laws and further that such activity can and may be considered a violation of the Statutory Law of the State of Maryland in that such conduct constitutes the offense of disorderly conduct, campus disruption or trespass, whatever the specific case may be.

It is not necessary at that time to have any security people or policemen at the scene. However, if the initial request is not complied with or is rejected, then a member of the campus police department, who is qualified as a special policeman, will be called to the scene. When the special policeman arrives, his badge designating him as a special policeman will be openly displayed to the group. While in the presence of the policeman, the Dean of Students or his representative shall repeat his initial request. If the request is once again ignored or refused, then the special policeman will address the group making the same request and further advising the group that if they fail to comply he, as the laws of the State of Maryland empower him to, will have no other alternative but to place such individuals under arrest and charge them with the offense. If the group does continue in its unlawful activity and fails to comply with the special policeman's request, he will then place them under arrest and immediately advise them that they are being charged in violation of Article 27, Section 142 of the Statutory Law of the State of Maryland which is the offense of disorderly conduct Article 27, Section 123A, disruption of classes or Article 27, Section 577B, illegally trespassing on the grounds of a State College. Once he has placed them under arrest, he shall advise them of the charge and their rights, he may use necessary force to carry out his arrest. Once the person has been placed under arrest and charged by the special policeman, the County Police Department shall be advised and requested to come to the College to take such persons into custody. Once the persons have been taken into custody by the County Police, a formal complaint or charge shall be made by the special policeman which charge would be violation of Article 27, Section 142 of the Statutory Law or Article 27, Section 123A, Article 27, Section 577B, a violation of the Baltimore County fire regulations as stated in Pamphlet 101 of the National Fire Regulations.

Campus security officers qualify as special policemen by the authority of the Acts of 1880, Chapter 460, as amended by Chapter 769, Acts of 1906 and by Chapter 217, Acts of 1918, Constitution of the State of Maryland.

Note: Revised as of July 29, 1970 and originally approved the second semester of 1968

APPENDIX P

SUSPENSION POLICY IN CASE OF CAMPUS DISRUPTION

I. Campus Regulations

1. Violence, the willful damage of property, the forceful occupation of buildings, the intimidation of members of the College Community or the willful disruption of any class or scheduled meeting may be cause for immediate suspension from the College.

2. Upon suspension the individual is expected to leave the campus immediately and to make no appearances on campus until the suspension is over or until special exception is written by Vice President for Student Services.

3. In addition to suspension, violators may be charged under civil law, including State Law Article 27, 123A prohibiting disruption of classes or molesting students or employees of the College. Conviction under civil law may be used as evidence in the campus hearing.

4. Further violation of this policy or of other rules and regulations of the College by an individual who has been suspended will be considered in violation of State Law, Article 27, Section 123A or Article 27, Section 577B prohobiting trespass upon grounds of a State College.

II. Procedure and Definitions

1. Should an instructor or the person in charge determine that the action of an individual (s) present constitutes a disturbance of the class or meeting and should the offending party refuse to leave immediately, a state of disruption shall exist by definition and the proper authorities of the College shall be contacted.

2. The President extends authority for suspension to the Dean of the College and to the Vice President for Student Services and to other such persons who may be authorized to be the representative of the President at that time.

3. In cases involving faculty, the authority for suspension shall, whenever possible, be extended to the Dean of the College who may act as the representative of the President. In the absence of both the President and the Dean, authority for faculty suspension will be extended to a designated Associate Dean of the College.

III. Hearings and Appeals

1. The individual charged shall be afforded all the rights and privileges as stated in the Students' Rights and Responsibilities Code, Redress of Grievances.

2. At the end of the period of suspension, a student may re-enter without reapplication for a readmission.

3. In cases involving faculty or staff, action shall be consistent with faculty hearing and appeal procedures previously adopted by the College.

Members of both the College Senate and the Academic Council made contributions to this policy which was endorsed by the Executive Committee of the College Senate on July 29, 1970.

7/29/70

APPENDIX Q

SUGGESTED PROCEDURES IN THE EVENT OF CLASSROOM DISTURBANCES

1. Should a person or group not enrolled in a particular class desire to use that class for what they perceive to be a more relevant learning experience, the instructor has the <u>right</u> and <u>responsibility</u> either to invite that person or group to participate in the class or ask that they leave.

2. Should the person or group be asked to leave but refuse to do so, the instructor should say as follows: "Your presence here is a violation of campus regulations and the Statutory Law of the State of Maryland -- disorderly conduct. If you fail to leave, the proper authorities will be called and you will be held accountable."

3. If the disruption continues, the instructor should call Mr. Gene Dawson, Director of Security, Extension 693 who will be asked to restore order.

Violators will be held accountable for their actions both in terms of campus rules and State laws.

APPENDIX R

8-74

TOWSON STATE COLLEGE

Credit For Experience

TO: Academic Standards Committee

FROM: Department Chairman

Request that the Department of _____ be authorized to grant credit for experience equivalent to the following course:

Course _____ _____ _____
Title Number Credits

1. Description of evaluation: Nature of evaluation (examination, audition, demonstration, etc.). Include copies of relevant evaluation if appropriate.
2. Grading: Indicate type of grade to be given, e.g., PA/NC or traditional letter grade. If PA/NC in major course, indicate special permission recommended. (Reference Academic Regulations - Pass Option)
3. Achievement necessary for credit to be granted. Indicate level of performance or grade necessary for the student to receive credit.

_____ _____ _____ _____
Department Chairman's Signature of Approval Date Academic Standards Committee Chairman's Signature of Approval Date

Request for Granting Approval to Students Listed

1. _____
Department

2. Course _____ _____ _____
Title Number Credits

3. The following student(s) has/have mastered the subject matter contained in the above course and should receive appropriate course credit:

_____ _____ _____
Name S. S. No. Grade

_____ _____
Instructor's Signature Date

APPENDIX S
TOWSON STATE COLLEGE

Academic Calendar 1975-1976

Fall Semester 1975

September 2, Tuesday	Residence Hall open
September 2,3,4, Tuesday, Wednesday Thursday	Complete Registration and Change of Schedule for pre-registered students and Orientation for new students not previously completing the program--late registration by permission of Registrar
September 5, Friday	Classes begin
September 8 thru 12 Monday thru Friday	Schedule changes accepted
October 24, Friday	Mid-Semester
November 14, Friday	Last day to drop a course
November 26, Wednesday	Thanksgiving Holiday after LAST CLASS OF THE DAY
December 1, Monday	Classes resume
December 12, Friday	Last day of classes
December 15, Monday	Final examinations begin
December 22, Monday	Last day of examinations and semester

January Session 1976

January 5, Monday	Session begins
January 30, Friday	Session ends

Spring Semester 1976

February 2, Monday	Residence Halls open
February 2,3,4, Monday, Tuesday, Wednesday	Complete Registration and Change of Schedule for pre-registered students and Orientation for new students not previously completing the program--late registration by permission of Registrar
February 5, Thursday	Classes begin
February 6 thru 12 Friday thru Thursday	Schedule changes accepted
March 26, Friday	Mid-Semester
April 9, Friday	Spring vacation begins after last class
April 19, Monday	Classes resume
April 23, Friday	Last day to drop a course
May 19, Wednesday	Last day of classes
May 20, Thursday	Reading Day
May 21, Friday	Final examinations begin
May 28, Friday	Last day of examinations and semester
June 6, Sunday	Commencement

APPENDIX T

CURRICULUM COMMITTEE

FORM A: New Courses (Submit 5 copies)

Regular ☐ Minimester ☐ General Studies Area ☐

Department or Area _____ Date _____

Signature of Department Chairperson* _____

*(For General Studies Area courses, approval and signature of Associate Dean is needed in lieu of department chairperson)

The department has approved the following course and now requests the approval of the College Curriculum Committee, with the understanding that approval or disapproval will be reported to the department. If approved, this approval will also be reported to the Archivist and the Registrar of the College.

Catalog Title _____

Catalog Description of Course _____

_____

_____

_____

Credit Hours _____ Contact Hours _____

Level of Course: Lower Division..... ☐
Upper Division - Undergraduate credit only..... ☐
Upper Division - Undergraduate and Graduate credit..... ☐
Graduate Division..... ☐

Suggested Level Number of Course (100-600) _____

Prerequisites of Course _____

Will this course be required of majors? _____ Of minors? _____

Will this course be open to non-majors and non-minors who meet the prerequisites? _____

Can this course be used to help fulfill the general college requirements? _____

Are there any special requirements for equipment or funds which must be met before this course can be offered? _____ If so, please explain.

Are there any books, periodicals, or library materials which must be ordered before this course can be offered? _____ If so, please list these on a separate sheet which may be sent by the Subcommittee to the appropriate librarian on approval of the course.

(JANUARY 1973)

T-2
8-75

CURRICULUM COMMITTEE

FORM A-1: Minimester Form (Submit 5 copies)

Catalog Title _____

Specifically, how will the course be scheduled?

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					

Does this schedule approximate the 10-15 hours of instruction normally required for each credit hour? _____ If not, attach explanation.

Is this course already a part of the regular curriculum? _____

Why is this course appropriate to the concentrated nature of the four week minimester?

_____

_____

_____

_____

_____

_____

Was the course offered in the previous minimester sessions? _____ If so, specify dates _____. Please attach an explanation of any changes in content or methods to be implemented since previous offering.

Maximum class size _____ Minimum class size _____

Are there any preconditions for the offering of this course -- special funds, library acquisitions, instructional staff, etc? _____ Are there any costs for supplies and materials which exceed departmental budgets? _____ Attach any relevant comments.

Does the course involve travel? _____ If so, what is the approximate cost for each student? Attach justification.

CURRICULUM COMMITTEE

Form B: Changes in Existing Courses or Programs (Submit 5 copies)

Department or Area _____ Date _____

Signature of Department Chairperson* _____

*(For General Studies Area courses, approval and signature of Associate Dean is needed in lieu of department chairperson)

The department has approved the following changes and now requests the approval of the College Curriculum Committee, with the understanding that approval or disapproval will be reported to the department. If approved, this approval will also be reported to the Archivist and the Registrar of the College.

Current Number and Title of Course _____

Fill in Appropriate Changes and Attach Justification for Each Change Requested

a. Change in Title:

Proposed Title _____

b. Change in Catalog Description:

Current Description _____

_____

_____

_____

Proposed Description _____

_____

_____

_____

c. Change in Prerequisites:

Current Prerequisites _____

Proposed Prerequisites _____

d. Change in Credit and Contact Hours:

	Credit Hours	Contact Hours
Current	_____	_____
Proposed	_____	_____

e. Change in Level:

	Current	Proposed
Lower Division	☐	☐
Upper Division - Undergraduate credit only	☐	☐
Upper Division - Undergraduate and Graduate credit	☐	☐
Graduate Division	☐	☐

Suggested Level Number of Course (100-600)_____

f. Course to be Dropped from Curriculum: Check if yes ☐

APPENDIX U

Revised 11/74

SABBATICALS and SELF-RENEWAL

Approved_____ (Statement Attached - Re: Coverage of Classes and Other Responsibilities)
Department Chairperson

Approved_____ (Statement Attached)
Associate Dean

Approved_____
Vice President Academic Affairs

Because it is felt that faculty self-renewal is the best way of insuring institutional and program vitality in a period of little, if any, growth and faculty turnover, sabbaticals for the future take on even more importance than they had in the past.

Therefore, all requests for sabbatical leave beginning in September 1974, will be required to be accompanied by a detailed faculty self-analysis using as a basis the attached outline. Specifically, you are being asked to analyze your personal professional goals for the next five years. How do you view developments in your discipline and how do you propose to adjust? Given the shifting enrollment patterns Towson is experiencing, what do you see ahead for your discipline, your major program, and your department?

Finally, in view of these concerns, what kind of professional "retooling" do you propose to accomplish during your sabbatical; and how will this benefit the college?

Please complete the enclosed and forward to the Office of the Dean of the College.

Part I - Name_____

Department_____ Rank_____

Date of Appointment at TSC_____

Date of Last Sabbatical Granted by This College_____

Dates of Sabbatical Request: From_____ To_____

Part II- List Courses You Regularly Teach (i.e. over the last two years)

Courses	Estimated Enrollment

(over)

Estimated student load per semester over last two years:_____

Part III

A. What developments, new scholarship, the graduate school or student job market situations, and other external changes have occurred within your discipline within the last five years which might require a partial or perhaps full-scale "renewal" of the courses you teach or a decision to develop competencies in new areas? Please explain.

Part III

B. What are the internal (to the College) developments which you see as having affected enrollments in your discipline? (It might be significant that enrollment fluctuations have occurred at the upper division but not the lower.)

(over)

Part III

C. If the purpose of the proposed sabbatical is to pursue a program of scholarship, you are asked to explain in detail the nature of your project. How would you estimate its potential contributions to knowledge in your discipline or area, and its value to your ongoing development as a college professor? Please describe in detail how you propose using the time if you are awarded a leave and how will you report back to the College upon the conclusion of the sabbatical the results of your work?

Part IV - How would your sabbatical relate to Parts II, III-A.B. or C, above? In what way does your proposal reflect a commitment to your own professional self-renewal, and how will the College benefit?

Attachments:

1. Form for Department Chairpersons to use to offer their recommendation regarding proposed sabbatical.
2. Board of Trustees statement on sabbatical leaves.

(over)

U-6

8-75

Attachment 1.- Chairperson's Recommendation - Sabbatical Leave Request.

Faculty Member:_____ Year of Sabbatical_____

In submitting your recommendation please attempt to relate your responses to the sabbatical questionnaire completed by the faculty member, especially Part III - A, B, or C.

How many sabbaticals can the department absorb during the coming year and what priority ranking is assigned to this proposal? - i.e. three leaves are possible and this request is regarded as priority number one.

EMPLOYER'S FIRST REPORT OF INJURY
OR OCCUPATIONAL DISEASE

APPENDIX V I-5

Pro. # ..... D/A 8-74

Pol. # ..... Cl. # .....

Man. # ..... Inj. Code .....

(The spaces above not to be filled in by Employer)

Complete and send immediately

1 Copy To STATE ACCIDENT FUND
301 West Preston Street, Baltimore, Md. 21201

1 Copy To WORKMEN'S COMPENSATION COMMISSION
108 East Lexington Street, Baltimore, Md. 21201

1 Copy To DEPARTMENT OF LABOR & INDUSTRY
301 West Preston Street, Baltimore, Md. 21201

Employer

1. Name of Employer (Type or Print) Towson State College
2. Office address: No. and St. 8000 York Road City or Town Baltimore State Maryland
3. Insured by Name of Company (Type or Print) State Accident Fund
4. Give nature of business (or article manufactured) Educational Institution

Time and Place

5. (a) Location of plant or place where accident or disease occurred Central Storeroom
   General Services Bldg. Department Materiel Management State if employer's premises Yes
   (b) If injured in a mine, did accident occur on surface, underground, shaft or mill .....
6. Date of Injury 10-15-73 19 .. Day of week Monday Hour of day 10 A.M. .. P.M.
7. Date loss time began 10-15-73 19 10 A.M. .. P.M. 8. Was injured paid in full for day of injury Yes
9. When did you or foreman first know of injury 10-15-73
10. Name of foreman Mr. Joseph Jones

Injured Person

11. Name of injured (Type or Print) John (First Name) NMI (Middle Initial) Smith (Last Name) Social Security No. 123-45-6789
12. Address: No. and St. 155 Sixth Street City or Town Balto. State Maryland
13. Check (√) Married , Single XXX Widowed , Widower , Divorced ; Male XX , Female ; White XX ,
14. Nationality ..... Speak English Yes
15. Age 30 Did you have on file employment certificate or permit .....
16. (a) Occupation when injured Stockman (b) Was this his or her regular occupation Yes
    (If not, state in what department or branch of work regularly employed) .....
17. (a) How long employed by you 2 1/2 mos. (b) Piece or time worker Time (c) Wages per hour $ 2.50
18. (a) No. hours worked per day eight (b) Wages per day $ 20.00
    (c) No. days worked per week five (d) Average weekly earnings $ 100.00
    (e) If board, lodging, fuel or other advantages were furnished in addition to wages, give estimated value per day, week or month .....

Cause of Injury

19. Machine, tool or thing causing injury Box 20. Kind of power (hand, foot, electrical, steam, etc.) Hand 21. Part of machine on which accident occurred .....
22. (a) Was safety appliance or regulation provided Yes (b) Was it in use at time No
23. Was accident caused by injured's failure to use or observe safety appliance or regulation Yes
24. Describe fully how accident occurred or how employee was exposed to alleged hazard? Mr. Smith was attempting to remove a box of paper from the middle of a stack of boxes when the top box fell forward. Mr. Smith threw up his right hand to protect his face. The metal band of the box lacerated the palm of his hand.
25. Did disability from disease arise out of and in the course of claimant's last employment? No

Nature of Injury

26. Cause and nature of injury or occupational disease Boxes were stacked too high; Mr. Smith was trying to work too quickly.
27. Probable length of disability None 28. Has injured returned to work Yes
    If so, date and hour 10-16-73 At what wage $ Same
29. At what occupation Same
30. (a) Name and address of physician Dr. Patrick Phelan, Towson State College
    (b) Name and address of hospital St. Joseph's Hospital, Towson, Maryland

Fatal Cases

31. Has injured died No If so, give date of death .....

Date of this report 10-16-73 Firm Name Towson State College

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Signed by Joseph Jones Official Title Supply Officer

Uniform and correct spelling of Claimant's name required

Claimant's name in S. F. 2 was spelled .....

V-2
8-74

DESCRIPTION

DESCRIBE CLEARLY HOW THE ACCIDENT OCCURRED:

Mr. Smith was attempting to remove a box (#5) of paper from the middle of a stack of boxes in aisle #3 when the box on top, #8, fell forward. As box #8 fell forward, Mr. Smith threw up his right hand to protect his face from the falling object. The metal band on box #8 lacerated the palm of Mr. Smith's right hand, requiring four stitches.

ANALYSIS

WHAT ACTS, FAILURES TO ACT AND/OR CONDITIONS CONTRIBUTED MOST DIRECTLY TO THIS ACCIDENT?

Mr. Smith was attempting to save time by pulling box #5 without first removing box #8 (see diagram). Mr. Smith also failed to use personal protective equipment supplied, i.e., gloves.

WHAT ARE THE REAL OR BASIC REASONS FOR THE EXISTENCE OF THESE ACTS AND/OR CONDITIONS?

Mr. Smith is a new employee who has not received proper training in material handling. It was also learned that Mr. Smith was operating behind schedule and was anxious to catch up to impress his new employer. It is this supervisor's opinion that more adequate shelving may have eliminated the stacking problem.

LOSS SEVERITY POTENTIAL

☐ Major ☑ Serious ☐ Minor

PROBABLE RECURRENCE RATE

☐ Frequent ☐ Occasional ☑ Rare

PREVENTION

WHAT ACTION HAS OR WILL BE TAKEN TO PREVENT RECURRENCE? PLACE X BY ITEMS COMPLETED.

Smith's foreman, Mr. Jones, instructed Smith in the proper methods of material handling. Smith was informed that although his supervisors are pleased with his attempts to catch up on his work, safety must always take precedence over speed.

A work order was placed to have additional shelving installed in aisles 3, 7, and 9. Mr. Jones will check all material handlers on a regular basis and enforce safety equipment regulations.

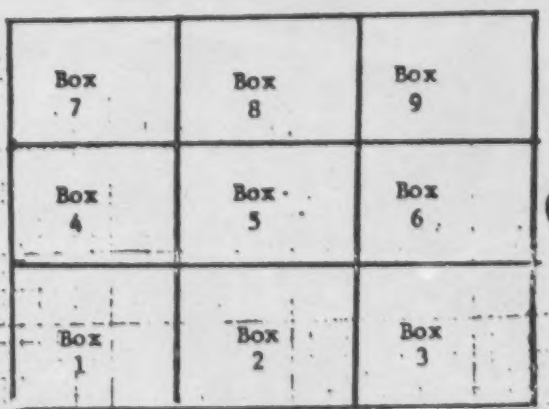
INVESTIGATED BY	DATE	REVIEWED BY	DATE
Harry Brown	10-15-73	George Peabody	10-15-73

Witnesses

Diagram (Complete where applicable):

Box 5 - box Smith attempted to move

Box 8 - box that fell causing injury



PROPER JOB INSTRUCTION

The control of losses is related to the ability of people to perform their tasks properly. Proper Job Instruction "PJI" is a proven method to give instruction for the correct performance of a task. Some of the benefits of "PJI" are:

- fewer injuries.
- less property damage.
- better quality.
- increased productivity.
- greater employee motivation.

"PJI" should be given with the assignment of every new or different task. It should be given before the person starts the task, not after he has started and done something the wrong way to expose himself to injury or to cause property damage.

HOW TO GET READY TO GIVE "PJI"

1. Have a Plan
—Knowledge of the job to be taught.
—How much skill you expect him to have, and how soon.

2. Break Down the Job
—List the principal steps.
—Pick out the key points.

3. Have Everything Ready
—The right equipment, materials and supplies.

4. Have Work Place Properly Arranged
—Just as the individual will be expected to keep it.

HOW TO GIVE "PJI"

1. Prepare the Individual
—Put him at ease.
—Find out what he already knows about the job.
—Get him interested in learning the job. Tell him its importance.
—Place in correct position.

2. Present the Operation
—Tell, show, illustrate and question—carefully and patiently.
—Stress key points.
—Instruct clearly and completely, one point at a time, but no more than he can master.

3. Performance Tryout
—Test him, by having him perform the job.
—Have him tell and show you.
—Have him explain the key points.
—Ask questions and correct errors.
—Continue until you know HE knows.

4. Follow Up
—Put him on his own.
—Tell him whom to go to for help.
—Check frequently. Encourage questions.
—Get him to look for key points as he progresses.
—Taper off coaching when he can work with normal supervision.

INVESTIGATION

Once an accident occurs, we logically want to *prevent* its similar recurrence. Effective investigation will enable you to determine the true cause of your problem so that meaningful corrective action can be taken before further injuries, damage, delays and waste occur.

Application of the following Guide Posts will . . .

- provide identification of the real or basic cause;
- aid in determination of meaningful corrective action;
- aid you in providing accurate information for required reports.

GUIDE POSTS

- **Before investigating,** take all necessary emergency steps to prevent further injury or property damage. Then, where possible, interview immediately at the undisturbed scene of the accident.
- **Maintain a positive attitude.** Your attitude during the investigation will determine the individual's willingness to contribute meaningful information. Investigations should be fact-finding, not blame-fixing or fault-finding. Sincerely seek the individual's opinion and recommendations.
- **Identify the real or basic cause** of the accident. All too often we settle for the obvious surface problem. Deeper thought and probing will determine the real cause and lead to more meaningful corrective steps.
- **Take action** to control the cause of your accident permanently. Don't settle for intermediate action in place of permanent controls. (See Cover.)
- **Set correction priorities** by considering the potential severity of the accident and the probability of a similar accident recurring.
- **Record and file** all required forms. It is vitally important that you retain accurate information covering the accident's description, your analysis and your prevention measures.
- Adequate time spent today on proper investigation and prompt remedial action will effectively control tomorrow's potential losses.

TAKE PERMANENT ACTION TO CONTROL CAUSES

By Elimination, Improvement, Reassignment, Repair, Replacement, Revision or Training of Men, Material, Equipment, the Environment or Safety Programs.

THE ACCIDENT CAUSE – RESULT SEQUENCE

BASIC CAUSES	IMMEDIATE CAUSES		ACCIDENTS	RESULTS
MANAGEMENT FACTORS 1. Improper Hiring Standards 2. Lack of Placement Standards 3. Inadequate Job Instruction 4. Unsatisfactory Work Standards 5. Lack of Inspection Standards 6. Unsatisfactory Maintenance Standards 7. Improper Layout and Design 8. Inadequate Purchasing Standards	**UNSAFE ACTS** **Premises** 1. Operating without Authority 2. Failure to Warn or Secure 3. Operating at Unsafe Speed 4. Making Safety Devices Inoperable 5. Using Defective Equipment 6. Using Equipment Unsafely 7. Failure to use Personal Protective Equipment 8. Unsafe Loading or Placing 9. Improper Lifting 10. Taking Unsafe Position 11. Servicing Equipment in Motion 12. Horseplay 13. Drinking or Drugs	**UNSAFE CONDITIONS** **Premises** 1. Inadequate Guards or Protection 2. Defective Tools, Equipment, Substances 3. Congestion 4. Inadequate Warning System 5. Fire & Explosion Hazards 6. Poor Housekeeping 7. Hazardous Atmospheric Conditions: gases, dusts, fumes, vapors 8. Excessive Noise 9. Radiation Exposures 10. Inadequate Illumination or Ventilation	**BASIC TYPES** **Premises** 1. Struck By 2. Contacted By 3. Struck Against 4. Contacted With 5. Caught In 6. Caught On 7. Caught Between 8. Fall to Below 9. Fall on Same Level 10. Exposure a. Electricity b. Atmosphere c. Noise d. Radiation 11. Over-Exertion (Over-Load)	**INJURIES** 1. No Visible Injury 2. Minor Injury 3. Serious Injury 4. Disabling Injury to: a. Employees b. Public
PERSONAL FACTORS 1. Lack of Knowledge or Skill 2. Failure to Plan Work 3. Ignorance of Rules 4. Improper Motivation Attempting to a. Save time or effort b. Avoid discomfort c. Attract attention d. Assert independence e. Express hostility 5. Unsatisfactory physical condition 6. Unsatisfactory mental condition	**MOTORIZED EQUIPMENT** 1. Drinking or Drugs 2. Did not have Right of Way 3. Failure to Signal 4. Disregard for Traffic Control Device 5. Improper Passing 6. Improper Turning 7. Improper Backing 8. Improper Parking 9. Following Too Close 10. Disregard for weather conditions 11. Improper cargo handling	**MOTORIZED EQUIPMENT** 1. Unsafe or Improper Material Handling Equipment 2. Unsatisfactory weather conditions a. Snow b. Ice c. Fog d. Rain e. Temperature Extremes 3. Unsafe physical condition of equipment 4. Poor Housekeeping 5. Inadequate equipment 6. Difficult routes and schedules	**MOTORIZED EQUIPMENT** 1. Head On 2. Sideswipe 3. Angle 4. Front End (you hit) 5. Rear End (you were hit) 6. Run off road 7. Overturned on road 8. Hit pedestrian 9. Hit fixed object	**PROPERTY DAMAGE** 1. No Visible Property Damage 2. Minor Property Damage 3. Moderate Property Damage 4. Major Property Damage to a. Premises b. Equipment and materials c. Motorized equipment

APPENDIX W

SAFETY PROGRAM

1. Goals

   a. Primary Goal - To develop a Safety Program which will effectively reduce personal injuries and property damage, and at the same time, improve the safety attitudes and awareness of all members of the college community.

   b. Secondary Goal - To enhance the image and reputation of Towson State College as a well coordinated and dynamic educational institution.

2. The above goals will be attained through a three-part operation.

   a. Part One - This will include corrective action to eliminate currently recognizable fire and safety violations and deficiencies. This will be accomplished by periodic inspections and follow-up.

   b. Part Two

      (1) This will include a Safety Policy Statement issued by the President of the college to make known the intent of the college administration concerning the individual responsibility of each employee of the college and the overall goals of the Safety Program. Due to the importance of this matter and the fact that it affects the entire college community, maximum effectiveness necessitates the issuance of this Policy Statement by the highest ranking executive of the college. This Policy Statement may be found following the Safety Program outline.

      (2) An additional requirement of this part of the program is the formulation of a set of general safety rules. These rules are inclusive, yet simple, and are listed following the Policy Statement at the end of this outline.

   c. Part Three - This part of the program, although the most cumbersome and tedious will determine the overall success or failure of the program. The major objective of this phase is the delegation of responsibility to the proper college personnel to form a viable program. This will be accomplished by:

      (1) Establishing a Safety Promotion Team.

      (2) Coordination of training of all college personnel in fire and safety matters by the Personnel Training and Development Manager and the Safety Coordinator.

(3) Coordination of efficient inspection and record-keeping systems by the Safety Coordinator.

(4) Developing college-wide involvement and interest in fire and safety matters by the Safety Coordinator.

3. Delegation of Responsibility

a. In order to develop an effective program, responsibility must be delegated to management level personnel. Non-administrative or non-supervisory personnel lack the authority to enforce regulations and institute policy changes.

b. Safety Promotion Team

(1) Objectives

(a) Total management involvement in the Safety Program.

(b) The development of positive supervisory attitudes towards safety.

(c) The formal training for supervisors in their responsibilities to the Safety Program and in safety management techniques.

(d) The college-wide promotion of a safety theme which has been selected by analysis of accident losses or program needs.

(e) The thorough college inspection with a follow-up of corrections as needed.

(2) Membership

(a) Permanent members - Because of the nature of their work and/or of their subordinates' work, the following individuals shall be permanent members of the Safety Promotion Team: Director of Physical Plant, Director of Security, Director of Auxiliary Services, Director of Health Center, Associate Dean for Physical Education, Associate Dean for Sciences, and the Safety Coordinator.

(b) Rotating members - Each division head shall appoint a member of the division's management team to serve on the Safety Promotion Team for one year. Since some divisions will be represented by permanent members, the appointment of rotating members from those divisions will be optional at the discretion of each division head. In

addition, the Vice President for Student Affairs shall appoint a student representative to serve a one year term. Each representative selected should receive a letter from the appropriate division head describing the team concept and providing a means for implementing the program.

(c) Team officers - The Safety Coordinator shall serve as advisor to the Safety Promotion Team, and each team shall select a chairperson and a secretary from among its members.

(3) Responsibilities

(a) The Safety Promotion Team shall make recommendations concerning safety matters and such recommendations shall be recorded in the minutes taken by the team secretary.

(b) Recommendations shall be followed up by the Safety Coordinator, who shall report any problems to the Director of Personnel for disposition.

TOWSON STATE COLLEGE

GENERAL SAFETY RULES

1. Follow instructions; don't take chances. If you don't know, ask.
2. Report immediately any condition or practice you think might cause bodily injury or property damage.
3. Put everything you use in its proper place. Disorder causes injury and wastes time, energy, and material. Keep your work area clean and orderly.
4. Use the right tools and equipment for the job, and use them safely
5. Whenever you or the equipment you operate is involved in an accident, regardless of how minor, report it immediately. Give first aid promptly.
6. Use, adjust, alter, and repair equipment only when authorized.
7. Wear approved personal protective equipment as directed. Keep it in good condition.
8. Don't horseplay; avoid distracting others.
9. When lifting, bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
10. Obey all rules, signs, and instructions.

APPENDIX X

DESK COPY REQUEST FORM

Date _____

To _____
(name of publisher)

_____
(address)

_____
(city & state)

Gentlemen:

Your book (Please specify author, complete title and edition) _____

_____

has been adopted as a required text in my course _____.
(course name & number)

The course begins _____ and will have an approximate enrollment of _____
(date)

students.

I have not previously received a complimentary copy or desk copy of this book. Please send me one. Thank you for your prompt consideration in this matter.

Sincerely yours,

_____
(signature)

Name _____

Dept _____

College _____

City & State _____

Note: American Textbook Publishers Institute Policy: Publishers prefer that instructors write directly to the publishers for desk copies using this form. Mail this form directly to the publisher named. Use a separate sheet for every book requested even though the book is for several instructors teaching the same course.

DIRECTIONS:

1. Please Type or Print Legibly.
2. If no text is required, please indicate same below.
3. Please Type recommended reading and supplies needed.
4. Return the first two copies to:

THE BOOK SHOP
TOWSON STATE COLLEGE
BALTIMORE, MARYLAND 21204
ATT: BOOK DEPARTMENT MANAGER

Retain the third copy for your files.

BOOK SHOP

"Volumes of Service"
TOWSON STATE COLLEGE
823-7500 EXT. 656-657

COURSE BOOK & MATERIAL REQUISITION

PLEASE ✓	EVEN.	DAY
SPRING		
FALL		
SUMMER I		
SUMMER II		

REQUIRED TEXTBOOKS & PAPERBACKS (Required for purchase by ALL Students)

AUTHOR OR EDITOR	FULL TITLE	PUBLISHER	WHEN WILL THIS BOOK BE USED AGAIN	ESTIMATED NO. IN CLASS	NO. BOOKS REQUIRED	ON HAND	NO. ORDERED	PURCHASE ORDER AND DATE	UNSOLD
						N	N		
						U	U		
						N	N		
						U	U		
						N	N		
						U	U		
						N	N		
						U	U		
						N	N		
						U	U		
						N	N		
						U	U		
						N	N		
						U	U		

SAMPLE

RECOMMENDED READING (Titles you would like available for supplementary reading)

258

APPENDIX Y

SUPPLIES & MATERIALS (Lab Kits or Supplies you require for ALL students)

MODEL NO.	ITEM	MANUFACTURER	ESTIMATED NO. IN CLASS	NO. REQUIRED	ON HAND	NO. ORDERED	

COURSE NAME		DEPARTMENT	NAME OF INSTRUCTOR	TO INSURE STOCK AT THE OPENING OF THE SEMESTER, THIS ORDER MUST BE IN OUR HANDS BY
NUMBER	SEC	CAMPUS PHONE EXT.	DEPARTMENT CHAIRMAN	

BOOK DEPARTMENT MANAGER'S COPY

APPENDIX Z

SICK LEAVE REPORTING PROCEDURE

It is imperative that faculty report and departments keep accurate records of all sick leave taken. This is the result of a change in the retirement policy which permits unused sick leave to be converted into additional service credit time and also to provide information for those requesting a certification of sick leave used for exclusion on income tax.

To assist in maintaining uniformity and accuracy, it is requested that the following guidelines be used in reporting faculty absences to the Dean's Office:

1. Each department must submit a bi-weekly regular (not contractual) "Faculty Sick Leave Report" to the Dean's Office.

2. Faculty are to use a school week Monday through Friday in counting their sick days.

3. Holidays (days when classes are not conducted) need not be reported.

4. Absences occurring during Minimester and Summer Session are not to be counted.

5. Exclusive of holidays, Minimester, and Summer Sessions, faculty are to report all absences, Monday through Friday, due to illness. Days are to be counted even though classes may not be scheduled. Example: If a faculty member teaches Monday, Wednesday, Thursday and Friday and is out the entire week, five days would be reported.

6. For any illness of three or more consecutive work days, or parts of three or more consecutive work days, faculty must submit a certificate signed by a duly licensed physician which authenticates the period of illness and indicates that the faculty member was unable to perform his/her duties during that time. Such certificates should be attached to the department's "Faculty Sick Leave Report". Failure to comply with this regulation may result in a loss of pay for the period of the absence.

Revised April 11, 1975

APPENDIX AA

Faculty Hiring Procedures

1. In accordance with the provisions of the Affirmative Action Plan of the college (Section II, Subsection A, Part 1, Item 3), departmental hiring committees which do not include women and/or minority members shall choose consultant members from among a pool of volunteers who have been given orientation to the hiring process.

2. Consultants serving on a hiring committee will not be voting members of the committee but will be active participants in all discussions and deliberations of the committee.

3. The functions of consultants include assistance to the department in increasing its applicant pool, including assistance in establishing contact with sources of minority and women applicants, assistance to the department in screening applications on a non-discriminatory basis, and participation in interviews.

4. Consultants need not serve on more hiring committees than they feel able to serve well. No consultant should feel constrained to accept any or all invitations to serve on hiring committees.

5. Service as a consultant is regarded as service to the college. Consultants should report this service on their end-of-year reports and such service should be credited by the consultant's own department in the same way as other committee service to the college. Service as a consultant is work, and consultants who feel that the time devoted to consultancy precludes some other forms of service should feel free to request a reduction of other committee duties.

6. All consultants are volunteers. Consultants receive orientation to the Affirmative Action and Dean's Office guidelines concerning hiring practices, and have access to the Affirmative Action Committee and to the Dean's Office. However, consultants are not expected to be legal experts or apologists for regulations, whether federal, state, or college regulations.

7. In addition to access to informal contact at any time during the hiring process, there shall be held the following meetings for consultants:
   orientation (before consultants join a hiring committee)
   progress (about midway in the hiring season, for exchange of ideas and experiences)
   feedback and evaluation (at the end of the hiring season, to discuss results and evaluate the consultancy program)

8. Consultants will be provided with copies of the "Outline of the Hiring Process," lists of recruitment sources, and other necessary materials.

OUTLINE OF THE HIRING PROCESS

The following is a compendium of policies and practices, both those called for in the college Affirmative Action Plan and those propounded by the Dean's Office. These policies and practices have been arranged in chronological order to cover the various steps of the hiring process; the outline can therefore serve as a checklist to hiring committees as they go about their deliberations.

1. Determination of position to be filled.

   The exact position to be filled should be determined in consultation with the Associate Dean for the division -- the level (faculty rank) available, specialties, if any, to be taught, and specific qualifications necessary in order to fulfill the position.

2. Wording of advertisement.

   The advertisement should be worded as specifically as possible. The following information should be given briefly in the advertisement

   a. faculty rank(s) of the position.
   b. specialty, if any, required.
   c. primary duties of the position (e.g., "teach three sections of introductory survey and one advanced course in specialty" -- note that in this context it is better to specify the specialty as an area of competence than as a particular course title -- for instance, "one advanced course in linguistics" rather than "one advanced section of Structural Grammar") including any non-teaching duties such as directing a program or supervising interns/trainees/etc., if applicable.
   d. closing date for applications.
   e. qualifications required or desirable (specify which), including degree status, experience, etc.
   f. The statement "We are actively seeking women and minority applicants for this position."
   g. The statement "An Equal Opportunity/Affirmative Action Employer."

3. Approval of advertisement.

   Each advertisement must be approved by the Associate Dean for the division before it is circulated or placed in any publication. In this process, the Associate Deans will consult with the Affirmative Action Officer as appropriate.

4. Placement of advertisement.

   The advertisement should be circulated as widely as possible in media likely to reach minority and women applicants.

   a. The department will be responsible for placing the ad in appropriate professional journals. (Cost accrues to department budget.)

b. The Associate Dean for Instructional Services will be responsible for placing the ad in relevant general-circulation media such as The Chronicle of Higher Education and the Black Scholar. (Cost accrues to Dean's Office budget.) Departments should send Dr. Murphy a copy of the final version of the ad for this purpose.

c. The department will be responsible for mailing copies of the ad to major black graduate institutions. A list of such institutions is made available through the Affirmative Action Office.

d. The department will be responsible for developing informal contact with black graduate institutions and local black colleges.

e. For temporary (Visiting Lecturer) and part-time positions, advertising may be confined to the Baltimore-Washington region; for regular appointments, advertising should include national-circulation professional journals.

5. Preliminary screening.

Applications should be screened initially only to "weed out" those who do not meet the minimum qualifications for the position. These persons should be notified early that their applications are not competitive.

All applicants who are not eliminated on this preliminary screening shall be considered bona fide candidates for the position (this group will hereafter be referred to as the "applicant pool"). Care should be taken to screen out only those applicants who do not meet minimum qualifications --all others should remain in the applicant pool.

6. Determination of composition of the applicant pool.

All applicants in the applicant pool who did not specify their race and sex on their initial application should be sent the "Race-Sex Information Request Form." Please note that while we can request such information, we cannot require it, and failure to complete or return such a form shall not be used as a screening tool at any further stage of the procedure. Copies of the Race-Sex Information Request Form are available from the Affirmative Action Office.

A record of non-competitive applicants (those screened out at step 5) should be maintained.

A separate record of the applicant pool should be maintained. The record of the applicant pool should include race and sex of all applicants for which this information is available.

In this initial review of the applicant pool, any other necessary information which was not supplied with the original application should also be requested.

Step 6 is a review step only; its purpose is to assure that there are full informational records on each member of the applicant pool. No "comparative" assessments should be made until this review has been accomplished. However, once all information necessary has been requested, step 7 may be initiated before such information is received. Nevertheless, step 7 may not be completed until a reasonable time has been allowed for the receipt of any additional information requested in step 6.

7. Screening of the applicant pool.

Once the applicant pool has been established, each bona fide application should be reviewed on its merits in relation to the position-description and qualifications as advertised.

Factors used to screen applications into degrees of desirability may not include either those which are specifically discriminatory (factors of race, national origin, religion, sex, or age) or those which are indirectly discriminatory by virtue of their impact upon a particular group (factors such as marital status, speculations about willingness to relocate, status of the graduate school attended, etc.).

Particularly when screening applications for a position at the junior ranks, the -- admittedly subjective -- factor of "potential" is one which must be considered. Hiring committees are encouraged to discuss broadly both the quantitative and the qualitative factors which they perceive in the applications and upon which their assessments are based.

One tool which committees might wish to use (and which might be requested either in the ad or at stage 6) is a brief statement of the applicant's "philosophy of education" or "assessment of the necessity of this discipline in a liberal education." Such statements -- again admittedly subjective -- may furnish additional useful information, not because there is any "right" answer, but because they provide insight into the candidate's aims and methods.

The screening procedure will result in some form of grouping of applications. The exact number and nature of the groupings, and their size, may vary depending upon the number of applicants in the applicant pool. Due to the diversity of departments and positions, no sharp guidelines can be given as to the number or size of groups within the pool. However, each department committee should feel free to consult the Associate Dean of the division and/or the Affirmative Action Officer for assistance and advice if they perceive a problem in the process of such grouping.

The ultimate result of the screening/grouping stage will be the determination of an "interview pool" from within the "applicant pool." The interview pool is those applicants which the department wishes to bring on campus for an interview as set forth below.

NOTE: Some departments may wish to use preliminary interviews as part of the process of screening the applicant pool (such as, for instance, interviewing at the annual meeting of a professional association). In general, interviews at this stage may not be used as the only interview of a candidate. Offers of employment cannot be made at such an interview.

8. Review of screening and permission to interview.

When the department has completed the screening of the applicant pool and has listed the interview pool from among the applicant pool, the department shall present its findings to the Associate Dean for the division. The following shall be submitted:

a. The chart entitled "Composition of the Applicant Pool"
b. The chart entitled "Composition of the Interview Pool"
c. Written justification of the reason for wishing to interview each person in the interview pool.

NOTE: Although expense is certainly a factor, departments are urged to include as large a number of applicants as feasible in the interview pool. Especially where some of the persons to be interviewed are local, this is practicable. See also 9c below.

No department may invite persons for interviews or conduct final interviews until they have received the approval of the appropriate Associate Dean.

9. Invitations to interview.

Once the Associate Dean has approved of the beginning of interviews, each person in the interview pool shall be contacted to arrange a date for the interview. Although the initial contact may be made by telephone, each person to be interviewed shall also be sent the following in writing.

a. a letter confirming the date and time of the interview and setting forth the type of oral presentation to be made (note: the Dean of the College will not, in general, confirm any hiring for which the interview process did not include a demonstration or presentation). Such presentations might take the form of a guest lecture in a class, a seminar presented to faculty members, a demonstration, audition, or performance, as appropriate -- however, the candidate must be notified specifically of what presentation is required, the level of the audience, length of presentation, options of topic, etc.
b. a complete (more complete than the advertisement) job description.
c. an explanation of the terms under which travel expenses connected with an interview will be paid. In general, the terms are as follows: if the interviewee is subsequently offered the position and accepts, we will pay travel expenses; if the interviewee is subsequently offered the position and refuses it, the interviewee will pay the travel expenses; if we arrange the interview but do not make an offer of the position, we will pay the expenses. (Expenses incurred for bringing persons to the campus for interviews accrue to the Dean's Office, not to the individual departments.)

10. Interviews:

A core committee, including the consultants, should be present for all interviews.

A core of similar questions should be asked of all candidates. It is

advisable to agree upon this set of questions in advance of interviewing and to formulate them in writing. Obviously, additional questions may also be asked.

Notes should be maintained of each interview. This record should include the date, place, interviewers present, and at least brief notes of the discussion itself. Notes may also be maintained of the candidate's presentation which is given in conjunction with the interview.

Priority ranking of the interview pool should NOT be made until all interviews have been completed.

Where the candidate to be interviewed is a minority person or a woman, every effort should be made to introduce the candidate to minority persons and/or women on campus, in addition to the interview committee.

11. Review of process and offer of position.

After all interviews of the interview pool have been completed, the department shall priority rank the members of the interview pool. This priority ranking shall be presented to the Dean of the College with the request to offer a position, and shall be accompanied by a written explanation of the reasons for the priority ranking.

Offers of position shall be made only through the Dean of the College.

Should a department determine, as a result of the interviews, that it does not wish to make an offer of employment to any member of the interview pool, it shall consult the Associate Dean of the division and the Dean of the College, presenting its reasons for wishing to reject all interviewees and its request either to conduct further interviews or to hold the position for a further search procedure.

12. Letters of rejection.

a. Letters rejecting non-competitive applicants are dealt with in stage 5.

b. Members of the applicant pool who are not chosen for the interview pool may, after stage 8 has been completed, be notified that interviews are being conducted and that they are not on the short list; however, they should not be given final rejection at this stage.

c. No member of the interview pool or of the applicant pool should be given rejection until the position has been filled, or until the decision has been made by the Dean of the College not to fill the position.

d. Once the position has been filled or the decision has been made not to fill the position, all members of the applicant pool shall be notified of rejection and the reason for rejection shall be stated.

13. Letters of offer of position.

Letters of offer of position shall be sent only by or as authorized by the Dean of the College and in the terms authorized by the Dean of the College.

If all candidates refuse or for some other reason the interview pool is exhausted, the department shall either request permission to conduct further interviews (presenting a new list of the interview pool) or request permission to leave the position unfilled until an additional search can be conducted.

Steps 11, 12, and 13 involve initiatives of the Dean of the College. The presentation of requests or recommendations by departments at these stages does not imply the necessary concurrence of the Dean with such departmental recommendations or requests.

14. Record keeping.

The following records must be kept:

a. list of the hiring committee (chairperson and consultants should be so designated on the list)
b. the advertisement
c. list of places (both publications and agencies/institutions) to which the advertisement was submitted
d. The names of the non-competitive applicants (stage 5)
e. the names of the members of the applicant pool
f. the composition of the applicant pool (chart)
g. the names of the interview pool
h. the composition of the interview pool (chart)
i. notes on the interviews (see step 10 above)
j. same as g/h/i if a second interview pool is constituted
k. copies of all letters to all applicants (if a form letter is used, copy of form letter with names to whom sent) and of all letters from all applicants.

GENERAL NOTE ON DEFINITIONS: In general, the foregoing document does not specify how departments constitute their hiring committees (method of selection or size of committee) but it does assume that hiring committees act on behalf of and with the approval of their departments. Thus it is assumed that, at any stage at which information/requests/recommendations are presented to the Associate Dean for the division or to the Dean of the College, such presentation implies the consent or concurrence of the department, either by direct departmental approval of that move or by the department's general approval of the activities of the committee. The precise manner in which such a relationship is expressed is left to each department to decide.

TOWSON STATE COLLEGE

Race-Sex Information Request Form

The following information is requested in order that we may demonstrate to the U.S. Department of Health, Education, and Welfare this institution's compliance with Title VII of the Civil Rights Act of 1964. Information will be held confidential and will be used only for research and statistical purposes under the college's Affirmative Action Plan and as authorized by the college's Affirmative Action Officer. Please check the boxes that apply to you based upon your predominant ethnic background and sex.

[ ] American Indian

[ ] Black or Afro-American

[ ] Oriental or Oriental-American

[ ] Spanish-American

[ ] Caucasian

[ ] Other (please specify: _____)

[ ] Female

[ ] Male

Name: _____

Address: _____

_____

Department to which you are applying:

_____

This form may be returned to the Department to which you are applying, or it may be returned directly to the Affirmative Action Officer, Towson State College, Baltimore, Md. 21204

TOWSON STATE COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

AA-8
8-75

Affirmative Action Report: Composition of the Applicant Pool

Note: Please use a separate chart for each position advertised.

Department: _____ Position: _____

Total number of applications received: _____

Number of applications eliminated as non-competitive on basis of preliminary screening: _____

Total number of applicants in the applicant pool: _____
(applications received minus applications eliminated as non-competitive = applicant pool)

Makeup of the applicant pool:

category:	number:	% of applicant pool:
white male		
black male		
oriental male		
Spanish-Am. male		
Am. Indian male		
other male		
male, race unknown		
white female		
black female		
oriental female		
Spanish-Am. female		
Am Indian female		
other female		
female, race unknown		
race and sex unknown		

AA-10
8-75 TUCSON STATE COLLEGE

Affirmative Action Report: Composition of the Interview Pool

Note: Please use a separate chart for each position advertised.

Department: _____ Position: _____

Total number of persons included in the interview pool: _____

Makeup of the interview pool:

Category:	Number:	% of interview pool:	
white male			
black male			
oriental male			
Spanish-Am. male			
Am Indian male			
other male			
male, race unknown			
white female			
black female			
oriental female			
Spanish-Am. female			
Am. Indian female			
other female			
female, race unknown			
race and sex unknown			

APPENDIX BB

POLICIES FOR PART-TIME FACULTY

It is believed that enactment of these policies will result in establishing a solid corps of excellent part-time faculty to augment the offerings and provide areas of expertise which cannot be serviced by regular full-time faculty. Departments are advised to carefully review their needs in making recommendations for appointment to regular part-time status. A maximum of twenty-five percent of all part-time faculty may receive appointment as regular part-time faculty in each department. The twenty-five percent will be based on the total number of part-time faculty employed during the Fall Semester of each academic year. This restriction is necessary because it would be fiscally impossible to have all regular part-time faculty. In certain cases, departments will be permitted to exceed the twenty-five percent limit. Justification for exceptions may be submitted to the Office of the Vice President for Academic Affairs.

Part-time faculty at Towson State College include all faculty teaching less than twelve semester hours, or the equivalent, in the undergraduate program, or nine semester hours or the equivalent for graduate faculty teaching a minimum of six hours of graduate courses. All part-time faculty will receive a "Temporary Contract" which automatically terminate at the end of the period stated on the contract.

Part-time status is further divided into "Regular" and "Temporary" standing. The following criteria are to be met to qualify for "Regular" status:

Criteria for Regular Part-Time Faculty Status

A. Employed for four consecutive semesters or five out of the last six semesters, or is hired in alternate semesters and employed for four consecutive years. September 1, 1974, is to be used as the base year, with work prior to that time not being counted. Exceptions to the base date and to the semesters-service requirement may be made on an individual basis in exceptional circumstances.

B. Not a full-time faculty member of another State College and not a full-time professional elsewhere.

C. Is willing to participate in departmental meetings and to serve on departmental committees, advise students assigned by the department and perform proportionately other duties expected of regular full-time faculty. Assuming each three-semester hour course requires a minimum of nine clock hours per week for preparation, instruction, and evaluation, regular part-time faculty are expected to provide additional service as designated by the department for each three-semester hour course. This service should account for at least three hours per week per course beyond the nine clock hour instructional commitment.

   This guideline has been established as a result of the data collected from faculty for the Board of Trustees in which the percentage of time devoted to non-class related activities was determined. This study revealed that faculty spend approximately 35% of their time in non-class activities.

D. Is approved by the appropriate departmental selection committee.

E. The Vice-President for Academic Affairs will make all regular part-time appointments.

BB-2

8-75

Procedure for Granting Regular Part-time Status

A. When the part-time faculty member is in the last of the required number of semesters, the department must decide whether to request "Regular" status for that person.

B. A person who has a full-time professional commitment elsewhere may not be recommended for "Regular" status; however, if such a person subsequently gives up the full-time commitment, the department must then consider that person for "Regular" status.

C. A person who is eligible under criteria A and B above but who does not wish to undertake the duties required in C may choose to continue as a "Temporary" part-time faculty member. Such a person should sign the "release" form attached.

D. A person who is eligible under criteria A,B, and C above but who is not recommended by the department shall not be allowed to continue as a "Temporary" part-time faculty member beyond the current semester.

E. The department's recommendation should be accompanied by a document outlining specific non-class expectations for the person recommended for regular part-time status. Both the department and the faculty member will certify that a commitment to these activities will be made.

F. The Vice-President for Academic Affairs shall assure that, in general, part-time persons of "Regular" status constitute no more than 25% of the part-time complement of the College or of any individual department. However, the Vice President shall exercise discretion in the application of this percentage.

Where the application of this percentage makes it impossible for an individual recommended to be given Regular status immediately, that person shall continue on Temporary status, and future granting of Regular status shall be in the order in which the recommendations were made.

Guidelines for Employment and Benefits of Regular Part-time Faculty

The following guidelines are to be used with respect to employment and berefits to be received by regular part-time faculty:

A. Regular part-time faculty are to be made aware of and adhere to departmental expectations and faculty evaluations as outlined in Appendix I of the Faculty Handbook.

B. Rank at the time of appointment as a regular part-time faculty member is to be assigned, using the same criteria applied to full-time faculty.

C. Regular part-time faculty are eligible to be considered for promotion, and the same guidelines and procedures used for full-time faculty are to be applied.

D. Salary is to be established by using the regular faculty salary scale and taking 12.5% of the base amount for the rank at the time of appointment as a regular part-time faculty member for each three-hour course

assigned per semester. The percent would be 16.7% for each four-hour course and 20.8% for each five-hour course. It is agreed that no faculty will receive less pay per section than was paid during the 1974-75 academic year.

E. Yearly increments will be made, subject to departmental and divisional P&T approval and consist of the next step on the scale or the equivalent percentage increase awarded regular full-time faculty.

F. Awarding of tenure is not possible under current Board of Trustees' policy. Job security for regular part-time faculty will, however, be offered consistent with the above constraints. Regular part-time faculty will be assured that all part-time positions will be filled on the basis of a priority ranking which utilizes semesters of service for each subject specialization.

G. Participation in the State Health insurance and retirement program is available for regular part-time faculty employed on a one-half time basis, or more.

H. Regular part-time faculty will be listed in the college catalogue in the same manner as regular faculty, except for an appropriate designation indicating their part-time status.

I. Tuition waiver for regular part-time faculty, spouse and dependents is to be applied in the same manner as for regular full-time faculty as described on pages 29 and 30 of the 1974-75 Faculty Handbook.

J. All part-time faculty are protected under the Workmen's Compensation Law.

K. Participation in the blood donor's program as outlined on page 25 of the Faculty Handbook is provided to all part-time faculty.

L. Faculty travel funds may be made available to regular part-time faculty. The amount of funds available per faculty for professional travel is to be determined by each department.

M. Faculty research grants may be requested. The procedure for applying is presented on pages 26,27 and 28 of the Faculty Handbook.

N. Regular part-time faculty are eligible for athletic privileges described on pages 28 and 29 of the Faculty Handbook.

O. Every effort should be made to provide a desk for use by regular part-time faculty.

P. Regular part-time faculty are entitled to full library privileges, including use of study carrels.

Benefits not Afforded Part-Time Faculty

As a result of current Board policy, the following benefits afforded regular faculty are not available to regular part-time faculty:

A. Tenure. See "F" above.

B. Sabbatical

C. Sick Leave
(Regular part-time faculty may receive 50% of the full time faculty sick leave benefits)

Temporary Part-Time Faculty

Temporary part-time faculty consist of part-time faculty who do not meet the criteria presented in "A", "B", and "C" of "Criteria for Regular Part-time Faculty Status", or those who may meet the criteria but voluntarily choose not to be classified as Regular Part-time faculty. In this category, for each three hour course, faculty will be reimbursed according to the following pay scale:

Professor	$1,100
Associate Professor	$1,055
Assistant Professor	$ 950
Instructor	$ 800

This corresponds to the evening pay scale, with $100 added to each rank to compensate for additional travel involved in meeting day classes more frequently. This is the pay scale for each three-semester-hour course taught.

It is agreed that no faculty will be paid less per section than was received during 1974-75.

Full-time faculty employed at another State college may teach a maximum of one course a semester as a temporary part-time faculty member at Towson State College.

Expectations of All Part-Time Faculty

Faculty in the employing department are expected to assist all new part-time faculty in doing a "good teaching job". The following procedures are suggested:

1. Hold an orientation session with part-time faculty in which they are apprised of college and departmental regulations. They should receive the same orientation material that all new faculty receive.

2. Share with them materials prepared by other persons in the department who teach the course or courses they may be teaching.

3. Require that part-time faculty submit a course syllabus to the department for each course they are teaching.

4. Insure that part-time faculty receive copies of campus mail sent to all full-time faculty.

5. All part-time faculty are to utilize departmental student evaluation procedures outlined in Appendix I, 5a, of the Faculty Handbook. Evaluation by regular faculty is to be accomplished as specified in Appendix I, pages 6 and 7, of the Faculty Handbook.

Procedure for Full-Time Employment

It should be noted that faculty classified as "Regular Part-Time" or

"Temporary Part-Time" have the right to apply for regular full-time positions. However, it will be necessary for an application to be filed and enter competition with all other applicants seeking the position. No part-time faculty member is considered to have the right to fill a vacant full-time position.

Evening School

These policies apply to part-time day faculty only.

The College does recognize that there are exceptional instances of service to the Evening College by regular part-time faculty who are not otherwise professionally engaged or employed. In this situation the Vice President of Academic Affairs and the Dean of the Evening-Summer Division, would review individual petitions from regular part-time faculty teaching in the Evening College, on a case to case basis.

BB-6
8-75

REGULAR PART-TIME FACULTY AGREEMENT

TOWSON STATE COLLEGE

This agreement is made this_____ day of _____, 19____, between Towson State College and _____ who is residing at
(Name)

_____ and whose social
(Address)

security number is_____.
(SSN)

1. The Vice-President for Academic Affairs of Towson State College does hereby appoint the Regular Part-Time Faculty member indicated above as a/an_____
(Rank)

in the Department of_____effective _____,19___.

2. General Conditions:

   a. The Regular Part-Time faculty member has been employed at Towson State College for four consecutive semesters or five out of the last six semesters, or in alternate semesters for four years, since September 1974.

   b. The Regular Part-Time faculty member has been approved by the department selection committee.

   c. The Regular Part-Time faculty will participate in departmental meetings, serve on departmental committees and perform the following non-class duties:

   _____

   _____

   _____

   d. Non-class responsibilities presented in "C" will involve a minimum average of three hours per week for each three semester hours taught.

   e. The Regular Part-Time faculty member is <u>not</u> a full-time faculty member of another State College, or does <u>not</u> have other full-time professional responsibilities.

   f. Departmental expectation and faculty evaluation procedures as outlined in the Faculty Handbook have been explained and will be followed.

g. Faculty rank has been assigned using the same criteria applied to full-time appointments.

h. Consideration for promotion will be in accordance with procedures outlined for regular faculty.

i. Recommendations for salary increments are subject to departmental and divisional P&T approval, and consist of the next step on the scale or the equivalent percentage increase awarded regular full-time faculty.

j. Awarding of tenure is not available to Regular Part-Time Faculty. It is agreed that priority for filling part-time positions will be followed using semesters of service in subject matter specialization as criteria.

k. Regular Part-Time Faculty will receive the following benefits;

(1) Listed in the College Catalogue

(2) Protection under Workmen's Compensation

l. Regular Part-Time Faculty may elect to participate in or receive the following benefits:

(1) State Health Insurance and Retirement Program if employed on a one-half time basis or more.

(2) Receive tuition waiver for spouse and dependents in the same manner as regular faculty.

(3) Participate in the Blood Donor's Program.

(4) Apply for travel funds and faculty research grants.

(5) Receive athletic privileges described in the Faculty Handbook.

m. The following benefits are not available to Regular Part-Time Faculty:

(1) Tenure

(2) Sabbatical Leave

(3) Sick Leave
(Regular part-time faculty may receive 50% of the full-time faculty sick leave benefits)

- continued

n. Regular Part-Time Faculty may apply for full-time vacancies; however, it will be necessary to enter competition with all other applicants. Regular Part-Time Faculty do not have the right to a permanent full-time position.

I hereby agree with the general conditions enumerated above and certify that all information provided is accurate.

Date signed_____, 19____

_____
(Regular Part-Time Faculty)

_____
(Department Chairperson)

3. It is recommended that this agreement be _____ approved.

_____ disapproved

_____
(Associate Dean)

_____
(Date)

4. I certify this appointment is in accordance with terms stated in this agreement.

_____
(Date)

_____
(Vice President, Academic Affairs)

TOWSON STATE COLLEGE

Date:_____

I _____ certify that I have
(Name)

read the "Policies for Part-Time Faculty" which contain the rights, privileges and responsibilities for "Regular" and "Temporary" part-time faculty at Towson State College. Although meeting the criteria for assignment as "Regular Part-Time Faculty", I have voluntarily chosen to be classified as a "Temporary Part-Time Faculty" member.

Signed:_____

APPENDIX CC

POLICIES AND PROCEDURES FOR USE OF TOWSON STATE COLLEGE FACILITIES BY NON-COLLEGE ORGANIZATIONS

A. INTRODUCTION

The current contract for use of college facilities is part of these policies. The College reserves the right to refuse the use of its facilities to any group at any time. Organizations are expected to leave the facilities in good order and to abide by all college policies concerning the use of facilities on campus. The college Physical Plant Department will investigate the facilities after use. Should there be any property damage, the organization will be notified, repairs made, and the organization or their insurance company will be responsible for reimbursing the college for costs of repairs.

As Towson is a public institution, activities at the college must be consistent with the state and local laws which affect the larger community. When it becomes apparent that certain activities, because of their very nature, place the college in a position where it cannot exercise its proprietal responsibility in assuring compliance with civil law then said activity cannot legitimately function on the campus. If the sponsoring organization is incapable, either as a result of problems in management or because of the nature of the event, of fulfilling its responsibility to the college and larger community then reservations for future events of a similar type by the sponsoring organization will be denied.

The facilities of Towson State College shall be made available on a non-discriminatory basis and without regard to factors of race, color, religion, national origin, sex or age.

B. RESERVATIONS PROCEDURE

1. Requests may be submitted in person, in writing, or by telephone to:

   Special Services Department
   Towson State College
   College Center
   Baltimore, Maryland 21204
   Telephone: 823-7500 ext. 802

2. In the event that food service is requested by the reserving organization, the college Food Service Department should be contacted immediately. A contract for catering will be prepared by the Food Service Department.

C. RESPONSIBILITIES

1. Events must end by 11:00 p.m. on Monday through Thursday; 1:00 a.m. on Friday and Saturday; and 6:00 p.m. on Sunday. Events requiring a later closing time must be previously approved by the Special Services Manager. All events in the Glen must end by dusk.

2. Duration of events may be limited by the college. Amplified music at outdoor campus areas will be limited to the first floor west patio area of the College Center.

D. FEES

FACILITY	MINIMUM CHARGE	HOURS OF USE INCLUDED IN MINIMUM CHARGE	EXTRA HOUR OR FRACTION
Athletic Fields	$ 30.00	2	$15.00
Classrooms	20.00	2	10.00
Conference Rooms (each)	5.00	2½	2.00
Fine Arts Concert Hall	200.00	4	50.00
Fine Arts Studio Theatre	140.00	4	35.00
Fine Arts Theatre	200.00	4	50.00
Fine Arts Theatre Stage	200.00	4	50.00
Glen (no lavatory facilities included)	45.00	3	15.00
Gymnasia (each)	200.00	4	50.00
Lecture Hall	80.00	4	20.00
Lida Lee Tall Auditorim	80.00	4	20.00
Locker Room	40.00	4	20.00
Multi-Purpose Room	100.00	4	25.00
Multi-Purpose Room Patio	40.00	4	10.00
Parking Lot (for use other than parking while in attendance at events being held at the college)	40.00	4	10.00

FACILITY	MINIMUM CHARGE	HOURS OF USE INCLUDED IN MINIMUM CHARGE	EXTRA HOUR OR FRACTION
Stephens Auditorium.....	$200.00	.....4.....	$50.00
Swimming Pool.....	160.00	.....4.....	40.00
Burdick Field.....	250.00	.....5.....	50.00

Note 1 - The Burdick Field rate includes use of field, field striping, field markers, ticket booths, scoreboard and benches. The field sound system will be provided, if requested at a flat rate of $50.00

Note 2 - Normal use of locker rooms is included in the rental rate for the gymnasia and swimming pool.

Note 3 - The college reserves the right to increase rates at any time and for any type of event.

APPENDIX DD

RESERVATIONS POLICIES FOR COLLEGE DEPARTMENTS AND OFFICIAL CAMPUS ORGANIZATIONS

A. INTRODUCTION

1. Activities and events at Towson State College are subject to limitations imposed by the physical and staff capabilities of the institution. Activities and events should be planned at least six months (or more) in advance in conjunction with the Special Services Department in order to realize maximum efficiency in the execution of the event.

2. College departments and organizations planning special events during day class hours should keep in mind that there is limited available parking for guests. Special parking permits for guests can be obtained from Special Services for events when a room reservation is involved. For guests and visitors invited to attend meetings, lectures, etc. when space reservations are not needed, guest special parking permits can be obtained from Parking Services, room 118 of the College Center.

3. As Towson is a public institution, activities at the college must be consistent with the state and local laws which affect the larger community. When it becomes apparent that certain activities, because of their very nature, place the college in a position where it cannot exercise its proprietal responsibility in insuring compliance with civil law, then said activity cannot legitimately function on the campus. When a department or organization on campus sponsors an activity at which it is apparent that its responsibilities to the college and civil law are not being met, and/or that the sponsoring group is incapable, either as a result of problems in management, or because of the nature of the event, of fulfilling its responsibilities to the college and the larger community, then requests for future events of similar type by the sponsoring department or organization will be denied.

4. The facilities of Towson State College shall be made available on a non-discriminatory basis and without regard to factors of race, color, religion, national origin, sex or age.

B. RESERVATIONS PROCEDURE

1. All room and space reservation requests for use of college facilities for all campus activities (other than regular academic classes and permanently assigned departmental or organizational space) are to be made with the Special Services Department.

2. Organizations and departments are required to make their request at least one week in advance. A minimum of two weeks notice is required for all events requiring special arrangements, e.g., audio visual equipment, furniture placement, chair and table rental, etc. (Note section A.1).

3. The Special Services Department is responsible for determining which facility is appropriate for the planned event.

4. Requests are to be made in person or by phone at the Special Services Office. At that time, the requests will be checked against the master file to determine the availability of the desired time, date and space.

5. No space will be officially reserved until confirmed in writing by the Special Services Manager.

6. All departments and organizations concerned with a request are sent copies of the reservation.

7. If an event is cancelled or a schedule change made, it is the responsibility of the reserving party to inform the Special Services Department at least 48 hours in advance.

8. In the event that any change of schedule is made, Special Services will contact all concerned parties by addendum.

9. All requests calling for special set-ups and/or for events at which the public might be in attendance must include the signature of the organization's chief officer or the department head or his or her authorized representative.

10. In the event that food service is requested by the reserving department or organization, the Food Service Department should be contacted immediately after the reservation has been confirmed by the Special Services Manager. No food service other than that provided by the college Food Service Department is permitted.

C. TICKETS

1. A ticket sales and free ticket distribution service is available through the College Center Box Office at no charge for college departments and official campus organizations. All tickets for events sponsored by departments and organizations must be sold or distributed through and/or under the auspices of the Box Office.

2. Tickets for sale or distribution must be annotated with seat numbers and/or a sequential number system and must be printed in a manner which will limit the opportunity for casual duplication or counterfeiting. Assistance and advice concerning the design and production of tickets will be provided by the Box Office Supervisor, the Student Government Office, and/or the News and Publications Office.

3. Tickets for sale or distribution must be received by the Box Office no later than one week prior to the opening sale or distribution date.

4. No advertising of ticket availability may be released or published before express approval to release such advertising is obtained from the Box Office Supervisor. Advertising should never indicate or imply that tickets are on sale in the Box Office if said tickets have not been received by the Box Office. Conversely, advertising should indicate when tickets will go on sale.

5. Remote ticket sales or distribution service will be provided at the event location upon request of the sponsoring group. However, there may be a nominal fee for such service.

D. RESPONSIBILITIES

1. A meeting, if requested by Special Services, will be held two weeks prior to an event with the Campus Police Department, Physical Plant Department, and the Special Services Department to discuss the event. The reserving party is to be in attendance.

2. All equipment will be signed for by the reserving party. This person will be responsible for the equipment and will be held liable if the equipment is lost, stolen or misplaced.

3. No tickets can be sold, nor admission allowed, beyond the established safe capacity of any campus facility.

4. Food and drink will be allowed only in designated food and drink serving areas.

5. The use of drugs is expressly prohibited on college property. Smoking is prohibited in all areas where "No Smoking" signs are posted. The presence and use of alcoholic beverages on the campus is prohibited and allowed only when the reserving party complies with existing college alcohol policy.

6. Ushers must be provided at all concerts, plays, etc. and at other type events as determined by the Special Services Department. Ushers are to enforce safety regulations such as no smoking and sitting is aisles. The number of ushers required will be determined by the Special Services Department.

7. Events must end by 11:00 p.m. on Monday through Thursday; 1:00 a.m. on Friday and Saturday; and 6:00 p.m. on Sunday. Events requiring a later closing time must be previously approved by the Special Services Manager. All events in the Glen must end by dusk.

8. Duration of dances will be limited to five hours. Amplified music at outdoor campus areas will be limited to the first floor west patio of the College Center.

9. The responsibility and accountability for the management of campus events and activities rests with the sponsor of said activities. The event sponsor is responsible for enforcing compliance with state and local laws and college policies at events. Failure to enforce the aforementioned laws and policies may result in the sponsoring department or organization being restricted from using college facilities in the future.

10. The sponsoring department or organization will be responsible for any damage incurred.

E. SPECIAL POLICIES FOR EXTRA-ORDINARY EVENTS

The following policies may be in force for certain type events (e.g., rock concerts) that are deemed by the Special Services Manager to have possible adverse implications for the college.

1. These events will be limited to Sunday afternoons between 1:00 p.m. and 6:00 p.m. and shall be three hours or less in duration.

2. These events will not be allowed for off-campus groups, or when the predominant number of those expected to attend are from off-campus.

3. There shall be no tickets available at the door for these events.

4. No alcohol or smoking will be permitted at these events. Sponsors will be required to collect bottles or containers of any sort from anyone bringing them to the event.

5. Off-campus advertising must be approved by the Special Services Manager.

6. No tickets may be placed for sale off-campus unless approved by the Special Services Manager.

7. Performance groups with histories of audience disruption will not be permitted.

8. The Special Services Office will be responsible for determining if the requested event is to be held. Any violations of policies prior to the event will result in the cancellation of the event and any violations of policy during the event will result in the loss to the sponsoring group of the privilege of sponsoring future events for at least one year.

F. FEES

1. College facilities are generally made available at no charge to college departments or organizations. However, reservations that necessitate overtime or other extraordinary expenses will require a transfer of funds from the reserving department or organization to the department or departments incurring the extraordinary expenses. If requests require the rental of non-college owned equipment, the rental fees will be charged to the requesting department or organization.

2. Paragraph F-1 applies only to events that are funded by college funds. All other types of requests (including those for events that are sponsored by non-college groups and/or organizations, or events held by non-college groups and/or organizations sponsored by college personnel and/or departments) will be treated in accordance with policy number SS-1 (Non-College Organizations).

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